



*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, NOVEMBER 22, 2016  
7:00 P.M.**



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

### **A. ROUTINE MATTERS**

1. Opening Prayers – Trustee O’Leary -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Minutes of the Board Meeting of
  - 5.1 October 11, 2016 A5.1
  - 5.2 October 25, 2016 A5.2
6. Consent Agenda Items
  - 6.1 Unapproved Minutes of the Committee of the Whole Meeting of November 8, 2016 A6.1
  - 6.2 Approved Minutes of the Niagara Catholic Parent Involvement Committee (NCPIC) Meeting of May 12, 2016 A6.2
  - 6.3 Approved Minutes of the Open Audit Committee Meeting of September 23, 2016 A6.3
  - 6.4 Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting of October 5, 2016 A6.4
  - 6.5 Approved Minutes of the Saint Michael and Saint Paul Catholic Elementary and Secondary Family of Schools Ad Hoc Committee Meeting of November 3, 2016 A6.5
  - 6.6 Approved Minutes of the Saint Michael and Saint Paul Catholic Elementary and Secondary Family of Schools Ad Hoc Public Meeting of November 9, 2016 A6.6
  - 6.7 Approved Minutes of the Saint Michael and Saint Paul Catholic Elementary and Secondary Family of Schools Ad Hoc Public Meeting of November 10, 2016 A6.7
  - 6.8 Appointment of Community Representative(s) to the Niagara Catholic Parent Involvement Committee A6.8
  - 6.9 Extended Overnight Field Trip, Excursion and Exchange A6.9
  - 6.10 In-Camera Agenda Item F1, F2, F4.1, F4.2, F5, F5.1, F6, F7 and F8.1 -

### **B. DELEGATIONS/PRESENTATIONS**

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

1. School Excellence Program C1  
Mother Teresa Catholic Elementary School
2. Financial Reports
  - 2.1 Audited Consolidated Financial Statements 2015-2016 C2.1
  - 2.2 Financial Report as at October 31, 2016 C2.2

**D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS**

- |  |      |
|--|------|
| 1. Correspondence  | -    |
| 2. Report on Trustee Conferences Attended  | -    |
| 3. General Discussion to Plan for Future Action  | -    |
| 4. Trustee Information   |      |
| 4.1 Spotlight on Niagara Catholic – November 8, 2016   | D4.1 |
| 4.2 Calendar of Events – December 2016   | D4.2 |
| 4.3 Annual Organizational Meeting of the Board – December 6, 2016 – 6 p.m.   | -    |
| 4.4 December Committee of the Whole – December 6, 2016 – 7 p.m.  | -    |
| 4.5 Annual Administrators, Trustees, Parish Priests, Faith Formation – December 15, 2016   | -    |
| 4.6 Ontario Well Being Strategy for Education  | D4.6 |
| 4.7 OCSTA November 14, 2016 Memorandum – Fall Economic Statement   | D4.7 |
| 4.8 OCSTA 87 <sup>th</sup> Annual General Meeting & Conference – April 27-29, 2017   | D4.8 |
| 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  
NOVEMBER 22, 2016**

***PUBLIC SESSION***

**TITLE: MINUTES OF THE SPECIAL BOARD MEETING OF  
OCTOBER 11, 2016**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Minutes of the Special Board Meeting of October 11, 2016, as presented.



# MINUTES OF THE SPECIAL BOARD MEETING

**TUESDAY OCTOBER 11, 2016  
6:30 P.M.**

Minutes of the Special Meeting of the Niagara Catholic District School Board, held on Tuesday, October 11, 2016 at 6:30 p.m. 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 6:30 p.m. by Chair MacNeil.

## A. ROUTINE MATTERS

### 1. Opening Prayer

Opening Prayer were led by Trustee Burtnik

### 2. Roll Call

Chair MacNeil noted that Trustee Fera and Trustee Charbonneau were excused.

Trustee	Present	Present Electronically	Absent	Excused
Kathy Burtnik	✓			
Maurice Charbonneau				✓
Frank Fera				✓
Fr. Paul MacNeil	✓			
Ed Nieuwesteeg	✓			
Ted O'Leary	✓			
Dino Sicoli	✓			
Pat Vernal	✓			

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; **Scott Whitwell**, Controller of Facilities Services; **Giancarlo Vetrone**, Superintendent of Business & Financial Services; **Anna Pisano**, Recording Secretary/Administrative Assistant, Corporate Services & Communications

**3. Approval of the Agenda**

Moved by Trustee Sicoli

Seconded by Trustee Nieuwesteeg

**THAT** the Niagara Catholic District School Board approve the Agenda of the Special Board Meeting of October 11, 2016, as presented.

**CARRIED**

**4. Disclosure of Interest**

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

**B. BUSINESS IN CAMERA**

Moved by Trustee Vernal

Seconded by Trustee O'Leary

**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 Special Board Meeting at 6:33 p.m. and reconvened at 6:44 p.m.

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

Moved by Trustee Vernal

Seconded by Trustee O'Leary

**THAT** the Niagara Catholic District School Board report the motions from the In Camera Session of the Special Board Meeting of October 11, 2016.

**CARRIED**

Moved by Trustee Nieuwesteeg

Seconded by Trustee Vernal

**THAT** the Niagara Catholic District School Board approve the recommendation as outlined in Item B1 of the In Camera Agenda.

**CARRIED (Item B1)**

**D. MOMENT OF SILENT REFLECTION FOR LIFE**

**E. ADJOURNMENT**

Moved by Trustee Sicoli

Seconded by Trustee O'Leary

**THAT** the October 11, 2016 Special Meeting of the Niagara Catholic District School Board be adjourned.

**CARRIED**

This meeting was adjourned at 6:45 p.m.

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Minutes of the Special Meeting of the Niagara Catholic District School Board held on **October 11, 2016**.

Approved on the **November 22, 2016**.

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Fr. Paul MacNeil  
Chair of the Board

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John Crocco  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
NOVEMBER 22, 2016**

***PUBLIC SESSION***

**TITLE: MINUTES OF THE SPECIAL BOARD MEETING OF  
OCTOBER 25, 2016**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Minutes of the Special Board Meeting of October 25, 2016, as presented.



## MINUTES OF THE BOARD MEETING

**TUESDAY, OCTOBER 25, 2016**

Minutes of the Meeting of the Niagara Catholic District School Board, held on Tuesday, October 25, 2016, 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 Chairperson MacNeil.

### A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee Charbonneau.

2. Roll Call

Chairperson MacNeil noted that Trustee Nieuwesteeg be excused and that Superintendents Lefebvre and Vetrone will be late.

Trustee	Present	Present Electronically	Absent	Excused
Kathy Burtnik	✓			
Maurice Charbonneau	✓			
Frank Fera	✓			
Fr. Paul MacNeil	✓			
Ed Nieuwesteeg				✓
Ted O'Leary	✓			
Dino Sicoli	✓			
Pat Vernal	✓			
<b>Student Trustees</b>				
Kira Petriello	✓			
Nico Tripodi	✓			



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; **Anna Pisano**, Recording Secretary/Administrative Assistant, Corporate Services & Communications

**3. Approval of the Agenda**

Moved by Trustee Fera  
Seconded by Trustee Vernal

**THAT** the Niagara Catholic District School Board approve the Agenda of the Board Meeting of October 25, 2016, as presented.

**CARRIED**

**4. Declaration of Conflict of Interest**

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

**5. Approval of Minutes of the Board Meeting of September 27, 2016**

Moved by Trustee Charbonneau  
Seconded by Trustee Sicoli

**THAT** the Niagara Catholic District School Board approve the Minutes of the Board Meeting of September 27, 2016, as presented.

**CARRIED**

**6. Consent Agenda Items**

- 6.1 Unapproved Minutes of the Committee of the Whole Meeting of October 11, 2016
- 6.2 Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting of September 7, 2016
- 6.3 Approved Minutes of the Staff Wellness Committee Meeting of June 7, 2016
- 6.4 In Camera Items F1, F2, F4 and F5

Moved by Trustee Fera  
Seconded by Trustee O'Leary

**THAT** the Niagara Catholic District School Board adopt the consent agenda items.

**CARRIED**

**B. DELEGATIONS/PRESENTATIONS**

Nil

**C. COMMITTEE AND STAFF REPORTS**

**1. School Excellence Program – Our Lady of Fatima Catholic Elementary School, St. Catharines**

Ted Farrell, Superintendent of Education provided background information on the monthly School Excellence Program and introduced Branka Jones, Principal of Our Lady of Fatima Catholic Elementary School, St. Catharines.

Principal Branka, with the assistance of six students showcased Our Lady of Fatima Catholic Elementary School as part of the School Excellence Program.

Chairperson MacNeil, along with Trustee Charbonneau and Vice-Chair Burtnik thanked Principal Branka and students for their presentation.

**2. Financial Report 2016-2017 as at September 30, 2016**

Director Crocco presented the Financial Report 2016-2017 as at September 30, 2016 on behalf of Giancarlo Vetrone, Superintendent of Business & Financial Services.

**D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS**

**1. Correspondence**

Nil

**1. Report on Trustee Conferences Attended**

Nil

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

Director Crocco announced that progress is being made on Board approved multiyear plans and updates will be provided on schedule at upcoming meetings.

**3. Trustee Information**

**3.1 Spotlight on Niagara Catholic – October 11, 2016**

Director Crocco highlighted the Spotlight on Niagara Catholic of October 11, 2016.

**3.2 Calendar of Events – November 2016**

Director Crocco reviewed the Calendar of Events - November, 2016 for Trustees information.

**3.3 Pilgrimage – Sunday, October 30, 2016**

Director Crocco announced that the annual Pilgrimage is being held on Sunday, October 30, 2016 at each Niagara Catholic Secondary School.

Trustees who wish to attend Pilgrimage 2016 were asked to contact the Principal of the secondary school and/or Anna Pisano, Administrative Assistant of Corporate Services & Communications for the schools itinerary.

**3.4 Faith Formation Program 2016-2017**

Director Crocco presented the Faith Formation Program 2016-2017 and extended an invitation to Trustees to attend any of the Faith Formation sessions.

**3.5 Niagara Falls Soccer Club Donation October 20, 2016 Article**

Director Crocco highlighted the October 20, 2016 Niagara Falls Soccer Club donation article in the St. Catharines Standard.

Director Crocco answered questions of Trustees on the progress of the turf field capital campaign.

**4. Open Question Period**

None Submitted

**E. NOTICES OF MOTION**

**F. BUSINESS IN CAMERA**

Moved by Trustee Charbonneau

Seconded by Trustee O'Leary

**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 7:32 p.m. and reconvened at 10:26 p.m.

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

Moved by Trustee O'Leary

Seconded by Trustee Sicoli

**THAT** the Niagara Catholic District School Board report the motions from the In Camera Session of the Board Meeting of October 25, 2016.

**CARRIED**

**SECTION B: STUDENT TRUSTEES EXCLUDED**

Moved by Trustee Charbonneau

Seconded by Trustee Fera

**THAT** the Niagara Catholic District School Board approve the recommendation as outlined in Item F9.2.1 of the In Camera Agenda.

**CARRIED (Item F9.2.1)**

Moved by Trustee Charbonneau

Seconded by Trustee Fera

**THAT** the Niagara Catholic District School Board approve the recommendation as outlined in Item F9.2.2 of the In Camera Agenda.

**CARRIED (Item F9.2.2)**

Moved by Trustee Charbonneau

Seconded by Trustee Fera

**THAT** the Niagara Catholic District School Board approve the recommendation as outlined in Item F9.2.3 of the In Camera Agenda.

**CARRIED (Item F9.2.3)**

## **H. FUTURE MEETINGS AND EVENTS**

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

## **J. ADJOURNMENT**

Moved by Trustee O'Leary  
Seconded by Trustee Sicoli

**THAT** the October 25, 2016 meeting of the Niagara Catholic District School Board be adjourned.

**CARRIED**

This meeting was adjourned at 10:27 p.m.

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Minutes of the Meeting of the Niagara Catholic District School Board held on **October 25, 2016**.

Approved on **November 22, 2016**.

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Fr. Paul MacNeil  
Chairperson of the Board

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John Crocco  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
NOVEMBER 22, 2016**

***PUBLIC SESSION***

**TITLE: UNAPPROVED MINUTES OF THE COMMITTEE OF THE  
WHOLE MEETING OF NOVEMBER 8, 2016**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Minutes of November 8, 2016, as presented.



## MINUTES OF THE COMMITTEE OF THE WHOLE MEETING TUESDAY, NOVEMBER 8, 2016

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, November 8, 2016 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 Vice-Chair Burtnik.

### A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer was led by Trustee Nieuwesteeg.

2. Roll Call

Vice-Chair Burtnik noted that Trustees Fera, Sicoli and Vernal were excused.

Trustee	Present	Present Electronically	Absent	Excused
Kathy Burtnik	✓			
Maurice Charbonneau	✓			
Frank Fera				✓
Fr. Paul MacNeil	✓			
Ed Nieuwesteeg	✓			
Ted O'Leary	✓			
Dino Sicoli				✓
Pat Vernal				✓
<b>Student Trustees</b>				
Kira Petriello	✓			
Nico Tripodi	✓			

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; **Anna Pisano**, Recording Secretary/Administrative Assistant, Corporate Services & Communications

**3. Approval of the Agenda**

Moved by Trustee Charbonneau

**THAT** the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of November 8, 2016, as presented.

**CARRIED**

**4. Declaration of Conflict of Interest**

No Declaration of Conflict of Interest was declared with any items on the Agenda.

**5. Approval of Minutes of the Committee of the Whole Meeting of October 11, 2016**

Moved by Trustee O'Leary

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of October 11, 2016, as presented.

**CARRIED**

**6. Consent Agenda Items**

**6.1 Unapproved Minutes of the Policy Committee Meeting of October 25, 2016**

**6.2 Approved Minutes of the October 19, 2016 Saint Michael Catholic High School Family of Schools Attendance Area Ad Hoc Committee**

**6.3 Annual Reports for Catholic School Councils and the Niagara Catholic Parent Involvement Committee 2015-2016**

**6.4 Staff Development Department Professional Development Opportunities**

**6.5 Capital Projects Update**

**6.6 In Camera Items F.1 and F.3**

Vice-Chair Burtnik requested Item 6.3 be held. This item was moved to Committee and Staff Reports Section C of the agenda.

Moved by Trustee Charbonneau

**THAT** the Committee of the Whole adopt consent agenda items.

**CARRIED**

## **B. PRESENTATIONS**

### **1. Pilgrimage 2016**

Mark Lefebvre, Superintendent of Education introduced Terri Pauco, Religion & Family Life Consultant, who presented information on Pilgrimage Sunday, held on October 30, 2016.

Student testimonials from each Catholic secondary school and a visual presentation capturing all of the Pilgrimages 2016 were shared with the Committee of the Whole.

Vice-Chair Burtnik thanked the students for their commitment to the annual pilgrimage.

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

### **1. Renaming of Mother Teresa Catholic Elementary School**

Yolanda Baldasaro, Superintendent of Education presented the information report on the Renaming of Mother Teresa Catholic Elementary School.

### **2. Committee of the Whole System Priorities and Budget 2016-2017 Update**

Director Crocco along with Senior Administrative Council provided a verbal and visual update on the implementation of the annual Board approved System Priorities and Budget 2016-2017.

Director Crocco and Senior Administrative Council answered questions of Trustees.

#### **2.1 Consent Agenda Item A6.3 Annual Reports for Catholic School Councils and the Niagara Catholic Parent Involvement Committee 2015-2016**

Vice-Chair Burtnik expressed gratitude to the effort and hard work of all the parents involved in Catholic School Councils and the Niagara Catholic Parent Involvement Committee.

### **3. Monthly Updates**

#### **3.1 Student Trustees' Update**

Kira Petriello and Nico Tripodi, Student Trustees, presented a brief verbal update on the current activities of the Student Senate.

#### **3.2 Senior Staff Good News Update**

Senior Staff highlights included:

##### **Superintendent Lefebvre**

- The Niagara Catholic Athletic Association football playoffs are scheduled for November 10 and 16, 2016. Trustees were invited to view the NCAA website for more detailed information.



**Superintendent Lee Ann Forsyth-Sells**

- Grade 8 Student Senator, Fallon Gervais, of St. Patrick Catholic Elementary School in Port Colborne has been selected to participate in the Legislative Page program from November 14 until December 8, 2016.

**Director Crocco**

- Principal Kevin Lamb, and Vice-Principal Andrew Boon participated in the 2<sup>nd</sup> Annual Murphy's Kids Charity Boxing Event held at the Merriton Arena. The Annual event donate \$1,000.00 for the Breakfast Program at St. Denis Catholic Elementary School.

**D. INFORMATION**

**1. Trustee Information**

**1.1 Spotlight on Niagara Catholic – October 25, 2016**

Director Crocco highlighted the Spotlight on Niagara Catholic – October 25, 2016 issue for Trustees information.

**1.2 Calendar of Events – November 2016**

Director Crocco presented the November 2016 Calendar of Events for Trustees information.

**1.3 Annual Organizational Meeting of the Board – December 6, 2016 – 6 p.m.**

Director Crocco reminded Trustees of the December 6, 2016 Annual Organizational Meeting of the Board at 6 p.m.

**1.4 December Committee of the Whole Meeting – December 6, 2016 – 7 p.m.**

Director Crocco reminded Trustees of the December 6, 2016 Committee of the Whole Meeting at 7 p.m. following the Annual Organizational Meeting of the Board.

**1.5 OCSTA Travel Accident Insurance**

Director Crocco shared the Travel Accident Insurance memo by OCSTA.

**E. OTHER BUSINESS**

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

- 1.1 Director Crocco informed the Board that the Ad Hoc Committee for the Attendance Area Review in Niagara Falls has met on two occasions and will continue its deliberations and public consultations towards a recommendation to the January Committee of the Whole.
- 1.2 Director Crocco noted that as enrolment continues to expand in French Immersion programs a report will be presented at future Committee of the Whole meetings on the expansion of the program.

## **F. BUSINESS IN CAMERA**

Moved by Trustee Nieuwesteeg

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

**CARRIED**

The Committee of the Whole moved into the In Camera Session of the Committee of the Whole Meeting at 8:05 p.m. and reconvened at 9:06 p.m.

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

Moved by Trustee Nieuwesteeg

**THAT** the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of November 8, 2016.

**CARRIED**

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

Moved by Trustee O'Leary

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

**CARRIED (Item F4)**

## **H. ADJOURNMENT**

Moved by Trustee Charbonneau

**THAT** the November 8, 2016 Committee of the Whole Meeting be adjourned.

**CARRIED**

This meeting was adjourned at 9:07 p.m.

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Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **November 8, 2016.**

Approved on **December 6, 2016.**

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Kathy Burtnik  
Vice-Chair of the Board

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John Crocco  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
NOVEMBER 22, 2016**

***PUBLIC SESSION***

**TITLE: APPROVED MINUTES OF THE NIAGARA CATHOLIC  
PARENT INVOLVEMENT COMMITTEE (NCPIC) MEETING  
OF MAY 12, 2016**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the Approved Minutes of the Niagara Catholic Parent Involvement Committee Meeting of May 12, 2016 as presented for information.



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## APPROVED MINUTES OF THE NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE MEETING

**THURSDAY, MAY 12, 2016**

Minutes of the Meeting of the Niagara Catholic Parent Involvement Committee, held on Thursday, May 12, 2016, at 7:00 p.m. in the Father Kenneth Burns csc Board Room at the Catholic Education Centre, 427 Rice Road, Welland, ON.

The meeting was called to order at 7:10 p.m. by Chair Daly.

### A. ROUTINE MATTERS

#### 1. Opening Prayer

Opening prayer was led by Krista Wood, Board Chaplaincy Leader.

#### 2. Roll Call

Guests in attendance: John Crocco, Director of Education/Secretary Treasurer and Krista Wood, Board Chaplaincy Leader

Parent Members	Affiliations	Present	Excused	Absent
Jennifer Pellegrini	Fort Erie/Port Colborne/Wainfleet		√	
Kristina Kym Raso	Fort Erie/Port Colborne/Wainfleet		√	
Shonna Daly	Grimsby/Lincoln/West Lincoln/Pelham	√		
Rebecca Monte	Grimsby/Lincoln/West Lincoln/Pelham	√		
Kim Hedden	Merritton/Thorold		√	
Heather McCluckie	Merritton/Thorold	√		
Alexandra Attree	Niagara Falls/Niagara-on-the-Lake	√		
Gregg Kirchofer	Niagara Falls/Niagara-on-the-Lake			√
Mary Mannella-Byers	Niagara Falls/Niagara-on-the-Lake	√		
Josephine Muraca-Lettieri	Niagara Falls/Niagara-on-the-Lake	√		
Marion Battersby	St. Catharines	√		
Lisa Finley	St. Catharines	√		
Kate Hingston	St. Catharines		√	
Julie Wiley-Pol	St. Catharines		√	
Agnes Dim	Welland		√	
Carrie Vernelli	Welland	Arrived at 7:10 p.m. Departed at 7:20 p.m.		
Leone Strilec	Development and Peace	√		
Heather Pyke	OAPCE	√		
Shelley Gilbert	Society of St. Vincent de Paul	√		
Anna Racine	SEAC Representative	√		
Fr. Peter Rowe	Bishop/Diocesan Representative	√		
Carter Cake	Secondary Student Senate Representative		√	

Trustees				
Kathy Burtnik	Vice-Chair of the Board	√		
Dino Sicoli	Trustee		√	

The following staff was in attendance:

Superintendent Lee Ann Forsyth-Sells, Theo Dagenais, Elementary Principal, Josie Rocca, Support Staff Representative and Yvonne Anderson, Recording Secretary.

Regrets sent: Trustee Dino Sicoli, Carter Cake, Glenn Gifford, Kim Hedden, Kate Hingston, Jennifer Pellegrini, Kristina Raso, and Julie Wiley-Pol.

**3. Approval of the Agenda**

Moved by: Carrie Vernelli

Seconded by: Heather McCluckie

**THAT** the Niagara Catholic Parent Involvement Committee approve the agenda of the Niagara Catholic Parent Involvement Committee Meeting of May 12, 2016 as presented.

**CARRIED**

**4. Declaration of Conflict of Interest**

No conflict of interest was declared with any item on the agenda.

**5. Approval of the Niagara Catholic Parent Involvement Committee Meeting Minutes of March 3, 2016**

Moved by: Shelley Gilbert

Seconded by: Heather McCluckie

**THAT** the Niagara Catholic Parent Involvement Committee approve the minutes of the Niagara Catholic Parent Involvement Committee Meeting of March 3, 2016 as presented.

**CARRIED**

**B. PRESENTATIONS**

1. Niagara Catholic 2016-2017 Budget-*John Crocco, Director of Education /Secretary Treasurer*  
 John Crocco presented and reviewed the Ministry of Education Funding Model and the Niagara Catholic 2016-2017 Budget. The 2016-2017 balanced budget has been designed to align with and to achieve the Board approved System Priorities 2016-2017 and accomplish the expectations of Niagara Catholic's Vision 2020 Strategic Plan. John Crocco invited NCPIC members to provide feedback and/or recommendations to Superintendent Forsyth-Sells no later than Monday, May 30, 2016.
2. London Regional PIC Symposium-*Marion Battersby*  
 Marion Battersby reported that The Deputy Premier Deb Matthews was the keynote speaker and that the two of the areas of focus for the 2016 London Regional PIC Symposium included leadership development for PICs and School Council Chairs and building connections. The

Ministry of Education provided a summary of the activities including parent/guardian feedback that was shared with all NCPIC members for information.

3. Phase I-Catholic Congress Update-*Krista Wood, Board Chaplaincy Leader*

Krista Wood, Board Chaplaincy Leader provided a brief overview on the completion of Phase I of the Catholic Congress events with keynote speaker Fr. Tom Rosica CEO of Salt and Light television held on Monday, April 25, 2016 at Blessed Trinity Catholic Secondary School, Tuesday, May 3, 2016 at Denis Morris Catholic High School, Wednesday, May 4, 2016 at Lakeshore Catholic High School and Thursday, May 5, 2016-Saint Michael Catholic High School. Feedback from the break-out sessions is currently being collated and will support Phase II and III. Fr. Tom Rosica will be returning to Niagara Catholic to film faith activities at the system and school levels.

### **C. 2015-2016 NCPIC GOALS**

1. Building capacity with Catholic School Councils-Catholic School Councils Survey

Superintendent Forsyth-Sells shared the results from the survey.

- Ninety-five (95) parents/guardians from the NCPIC and Catholic School Councils participated in the Catholic School Councils survey.
- 52.63% responded for a one day conference and 47.37 % for several evenings.
- 63% would be interested in the NCPIC sponsoring training or workshops of effective or best practices for Catholic School Councils' meetings.
- 77% supported the NCPIC developing a Catholic School Councils' handbook.
- 93% agreed that a monthly NCPIC Newsletter would assist Catholic School Councils with updated information about the NCPIC and Ministry of Education initiatives.
- Parents/Guardians indicated the following items as their top five interests for workshops:
  1. Fundraising (57.89%)
  2. Bullying Awareness (55.79%)
  3. Mathematics (55.79%)
  4. Mental Health (53.68%)
  5. Internet Safety (52.63%)
  6. Planning for Post-Secondary (46.32%)

2. Alliance Committee-PRO Grant: Catholic Congress Phase II and III

Krista Wood, on behalf of the Niagara Catholic Alliance Committee provided an overview of Phase II and III of the Catholic Congress proposal; to strengthen the triad relationship of the home, school and church as the foundation for Catholic Education, and to increase and strengthen the articulation around Catholic Education, so that students, parents/guardians and community members understand the benefits of Catholic Education in the Niagara Catholic District School Board.

## **D. SUBCOMMITTEE REPORTS**

### **1. FAITH FORMATION-*Josie Rocca***

- Josie reported that contact has been made with Fr. Rico but that a date had not been set for Faith Formation.
- Shonna suggested that Fr. Rowe could provide a Faith Formation session for NCPIC and thanked Fr. Rowe for his continued spiritual guidance.

### **2. POLICY- *Shonna Daly***

The following Policies and Administrative Guidelines are currently being vetted as part of the cyclical Policy and Administrative Guidelines Review process.

- Board By-Laws Policy (100.1)
- Niagara Catholic Parent Involvement Committee and By-Laws Policy (800.7)
- Religious Accommodation Policy (100.10.1)
- Safe Arrival Policy (302.3)
- Name of Board Facility Policy (NEW)

*Feedback is to be submitted to [jennifer.pellegrini@ncdsb.com](mailto:jennifer.pellegrini@ncdsb.com) by May 13, 2016.*

### **3. PRO GRANT- 2016-2017**

The Niagara Catholic Parent Involvement Committee will complete and submit an application for the 2016-2017 PRO Grant in partnership with the Alliance Committee supporting Phase II and III of the Catholic Congress initiatives focusing on parent/guardian engagement throughout the Niagara Catholic District School Board.

## **E. REPORT FROM THE DIRECTOR'S DESIGNATE SUPERINTENDENT OF EDUCATION**

### **1. Vision 2020 Check-In Survey Results**

Superintendent Forsyth-Sells presented the results of the Vision 2020 Check-In Survey. Administrators will share the predominant themes that have emerged from the Niagara Catholic Vision 2020 Strategic Plan Check-In with staff, Student Senate, and Catholic School Councils. Consideration will be given to aligning the feedback themes within the Enabling Strategies into our multi-year plan from 2016 to 2020 supported by annual balanced budgets.

### **2. Partners in Catholic Education-Thursday, May 19, 2016**

Superintendent Forsyth-Sells extended an invitation to NCPIC members to attend the Partners in Catholic Education Dinner on Thursday, May 19, 2016 at the Americana Event Centre in Niagara Falls beginning at 5:30 p.m. Interested members are to contact Yvonne Anderson no later than Friday, May 13, 2016.

**3. Proposed NCPIC Meeting Dates for 2016-2017**

Superintendent Forsyth-Sells provided the proposed NCPIC Meeting dates for 2016-2017

- September 15, 2016
- November 17, 2016
- January 19, 2017
- March 23, 2017
- May 18, 2017

**4. 2016-2017 NCPIC Membership**

Superintendent Forsyth-Sells encouraged the current NCPIC community representatives and parent/guardian members coming to the end of their term to complete and submit a nomination package for the 2016-2017 NCPIC membership. Packages will be sent to all NCPIC members, elementary and secondary schools and will be posted on the Board website later this month.

**5. NCPIC Financial Report**

A financial statement was provided for information. Funds will once again be allocated to support the Partners in Catholic Education Dinner held on Thursday, May 19, 2016.

**F. COMMUNITY REPORTS**

1. Development and Peace-*Leone Strilec*

- Ari Régis, the president of the WACC-Caribbean Region was the Development and Peace solidarity visitor this Lent and he presented to the Grades 11 and 12 students at Saint Paul Catholic High School.
- During Lent, Development and Peace ran a series on Laudato Si at the Chancery office and it was well received.
- The Ontario Regional Meeting was held in Toronto May 13-15, 2016. Five (5) members of Development and Peace including two (2) youth members were in attendance.
- On Saturday, June 11, 2016 the St. Catharines Annual General Meeting will be held at St. Alfred's Church in St. Catharines beginning at 9:00 a.m. The guest speaker Elizabeth Fedorkow, the National Council Representative from Toronto will be speaking about the Development and Peace solidarity tour of Ethiopia last year. All are welcome to attend.

2. Society of St. Vincent de Paul-*Shelley Gilbert*

- Saint Vincent de Paul will be hosting a Trivia Night on Friday, May 27, 2016 at 7:00 p.m. at St. Alfred Church Hall. Proceeds will support sending kids to camp.
- Mother Teresa Catholic Elementary School donated 15 bags of clothing to St. Vincent de Paul for Earth Day.
- Saint Vincent de Paul now has a liaison with Chez Marie (Refugee House)

3. Ontario Association Parents in Catholic Education-*Heather Pyke*

- A report highlighting the OAPCE Conference and a letter from the OAPCE President and Vice-President were provided for information.



**G. SEAC REPORT-Anna Racine**

- The Special Education Department with feedback from SEAC has been reviewing changes to sections of the Niagara Catholic Special Education Plan. The final copy of the Special Education Plan will be posted on the Board website.
- In order to support student needs for the 2016-2017, staff at each Catholic elementary and secondary schools are completing and submitting needs assessment data. Special Education staff will review the student profiles with school Principals in order to prepare for the 2016-2017 school year.
- Workshops have been created for teaching staff and administrators on how to successfully write Individual Education Plans.
- Transition and IPRC meetings are underway. The information shared at these meetings support students as they transition to secondary school helping to alleviate initial anxiety of students and parents.
- Meetings are also taking place for students who will attend a post-secondary institution next year to review the accommodations on their IEP and inform them of the process for maintaining these accommodations in college or university.
- A summary of all secondary activities and events offered to the secondary Special Education students was included.

**H. BISHOP/DIOCESAN REPORT-Fr. Peter Rowe**

1. Fr. Peter encouraged all NCPIC members to read the Encyclical Letter Laudato Si' by Pope Francis on Care of Our Common Home, especially chapter 13 on "Love," as it is a reflective piece.
2. Fr. Peter shared that Bishop Bergie celebrated his 32<sup>nd</sup> Anniversary as a priest.
3. Fr. Peter expressed appreciation for Niagara Catholic, the Catholic Congress and Fr. Rosica's message on being a Catholic Witness in everything we do.
4. Fr. Peter requested prayers that the government will respect the beginning of life to the natural end and will not pass the Assisted Suicide Bill C-14.

**I. STUDENT SENATE REPORT-Carter Cake**

- Nil Report

**J. STAFF REPORTS-Glenn Gifford**

A report was provided on the events that took place throughout the Catholic Secondary Schools during Catholic Education Week.

**K. TRUSTEE REPORTS-Kathy Burtnik**

1. Trustee Burtnik shared the good news that a tentative agreement between the Board and CUPE Local 1317 had been reached.

2. Trustee Burtnik reported on Wednesday, May 11, 2016 that Niagara Catholic met with our French Catholic colleagues to discuss a joint proposal regarding St. Nicholas Catholic Elementary School and École élémentaire catholique Immaculée-Conception.
3. Trustee Burtnik reported that the Long Term Accommodation Plan Phase 3 has been completed and will guide Niagara Catholic to provide the very best programming for our students and ensure that our schools are utilized.
4. Trustee Burtnik represented OCSTA at the OAPCE Conference in May. OAPCE has worked extensively to increase its presence at provincial Ministry of Education curriculum tables to provide guidance and advice on new programs and curriculum. Trustee Burtnik recommended and encouraged NCPIC members to “save the date” and attend next year’s OAPCE Conference.
5. Trustee Burtnik encouraged NCPIC members to utilize the Niagara Catholic E-Flyer to promote their school events and activities. Submissions are to be forwarded to Jennifer Pellegrini for posting.
6. Trustee Burtnik thanked the NCPIC members for their outstanding service, dedication and commitment to parent engagement in Niagara Catholic throughout the 2015-2016 school year.

**L. NEW BUSINESS**

- Rebecca Monte at the request of the St. Mark Catholic School Council inquired about the possibility of a Balanced School Day Schedule within Niagara Catholic schools. Superintendent Forsyth-Sells responded that all Niagara Catholic schools follow best practices of instructional time, and suggested that further discussion could take place at the school level with the Principal.

**M. AGENDA ITEMS-DISCUSSION FOR FUTURE MEETINGS**

**N. NEXT MEETING:**

September 15, 2016 at 7:00 p.m. at the Catholic Education Centre

**O. CLOSING PRAYER:** Closing Prayer was led by Fr. Peter Rowe

**P. ADJOURNMENT**

Moved by: Shelley Gilbert

Seconded by: Mary Mannella-Byers

**THAT** the May 12, 2016 meeting of the Niagara Catholic Parent Involvement Committee be adjourned.

**CARRIED**

This meeting was adjourned at 9:10 p.m.

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**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
NOVEMBER 22, 2016**

***PUBLIC SESSION***

**TITLE: APPROVED MINUTES OF THE OPEN AUDIT COMMITTEE  
MEETING OF SEPTEMBER 23, 2016**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the Approved Minutes of the Open Audit Committee Meeting of September 23, 2016 as presented for information.



## MINUTES OF THE AUDIT COMMITTEE MEETING OPEN SESSION

**FRIDAY, SEPTEMBER 23, 2016**

Minutes of the Open Audit Committee Meeting of the Niagara Catholic District School Board, held on Friday, September 23, 2016, in the Holy Cross Community Room at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 10:03 a.m. by Audit Committee Chair MacNeil

### A. ROUTINE MATTERS

1. *Opening Prayer*

Opening Prayer was led by Chair MacNeil

2. *Roll Call*

Committee Member	Present	Present Electronically	Absent	Excused
Kathy Burtnik	✓			
Joanne Kushner	✓			
Fr. Paul MacNeil	✓			
Pat Vernal	✓			
Marco Vetrone				✓

Resources to the Audit Committee were in attendance:

**John Crocco**, Director of Education, Secretary/Treasurer  
**Giancarlo Vetrone**, Superintendent of Business and Financial Services  
**Jenny Baker**, Regional Internal Audit Manager  
**John Forte**, Regional Internal Auditor

Staff in attendance:

**Anna Tykoliz**, Recording Secretary/Administrative Assistant

3. **Approval of the Open Agenda**

Moved by Pat Vernal

Seconded by Kathy Burtnik

**THAT** the Niagara Catholic Audit Committee approve the Open Agenda of the Audit Committee Meeting of September 23, 2016.

**CARRIED**

4. **Declaration of Conflict of Interest**

No Disclosures of Interest were declared with any items on the Open and Closed Agendas.

5. **Approval of Open Session Minutes of the Audit Committee Meeting of June 6, 2016**

Moved by Kathy Burtnik

Seconded by Pat Vernal

**THAT** the Niagara Catholic Audit Committee approve the Minutes of the Open Session meeting of the June 6, 2016 with revisions.

**CARRIED**

6. **Regional Internal Audit Status Report**

Jenny Baker, Regional Internal Audit Manager provided an overview to the Committee.

7. **2016-17 Internal Audit Plan**

Moved by Joanne Kushner

Seconded by Pat Vernal

**THAT** the Niagara Catholic District School Board Audit Committee approve the 2016-2017 Internal Audit Plan.

**CARRIED**

8. The meeting was moved to the Closed Committee Session at 10:33 a.m. and moved back to the Open Committee Session at 11:32 a.m.

9. **Date of Next Meeting**

**Thursday, November 18, 2016**

10. **Adjournment**

Moved by Pat Vernal

Seconded by Joanne Kushner

**THAT** the September 23, 2016 Niagara Catholic Audit Committee Meeting be adjourned.

**CARRIED**

This meeting was adjourned at 11:40 a.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
NOVEMBER 22, 2016**

***PUBLIC SESSION***

**TITLE: APPROVED MINUTES OF THE SPECIAL EDUCATION  
ADVISORY COMMITTEE (SEAC) MEETING OF  
OCTOBER 5, 2016**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of October 5, 2016 as presented for information.



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING WEDNESDAY, OCTOBER 5, 2016

Minutes of the Meeting of the Special Education Advisory Committee, held on Wednesday, October 5, 2016, 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)		✓	
Sarah Farrell	Learning Disabilities Association – Niagara	✓		
Bill Helmeczi	Pathstone Mental Health	✓		
Andrew Howcroft	Community Living Welland Pelham	✓		
<b>Trustees</b>				
Pat Vernal		✓		
Maurice Charbonneau			✓	
<b>Student Senate Representative</b>				
Sarah Milinkovich			✓	

The following staff were in attendance:

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

**Announcement**

Chair Racine informed the SEAC members that Carol Baldinelli from VOICE for Hearing Impaired Children has resigned from the Special Education Advisory Committee.

**3. Approval of the Agenda**

Moved by Trustee Vernal  
Seconded by Sarah Farrell

**THAT** the Special Education Advisory Committee approve the Agenda of the Special Education Advisory Committee Meeting of October 5, 2016.

**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 September 7, 2016**

Moved by Sarah Farrell  
Seconded by Andrew Howcroft

**THAT** the Special Education Advisory Committee approve the Minutes of the Special Education Advisory Committee Meeting of September 7, 2016 as presented.

**CARRIED**

**B. PRESENTATIONS**

**1. Google Read and Write – Frank Napoli – Special Needs Facilitator – IT**

Frank Napoli presented information about *Google Read and Write*, a program in the Niagara Catholic District School Board used by staff and students.

An overview of the program was provided and a professional development session held, showing the SEAC members the features and how to navigate the program. Handouts were given which included helpful links and a quick reference guide. Questions were asked and answered during the presentation.

**C. VISIONING**

**1. Goals and Vision for 2015-2016 and 2016-2017**

**1.1 Goals for the 2015-2016 School Year**

The completed goals for the 2015-2016 school year will be posted on the Board website.



## **1.2 Goals for the 2016-2017 School Year**

A discussion was held regarding potential new goals for the 2016-2017 school year. Superintendent Baldasaro presented a draft letter for review regarding inviting new agencies to join the Niagara Catholic Special Education Advisory Committee. Ideas were brought forward regarding the agencies to invite. SEAC members decided upon the following goals for the 2016-2017 school year.

1. *Recruiting new associations to join SEAC*
2. *Policy Review*
3. *Professional Development Working Sessions for SEAC members facilitated by Special Education and school staff*

Chair Racine will follow up with the NCPIC at the November meeting regarding SEAC's support and involvement with the NCPIC ProGrant.

## **D. BUSINESS ARISING FROM THE MINUTES OF THE MEETING OF SEPTEMBER 7, 2016**

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**

### **6.1 Multi Year Accessibility Plan**

The Multi-Year Accessibility Plan has been updated and is posted on the Board website.

### **7. Policy Review**

#### **7.1 The Administration of Oral Medication to Students Under the Age of 18 Policy (302.2)**

The following policies were presented for information and review.

- ***The Administration of Oral Medication to Students Under the Age of 18 Policy (302.2)***

*A discussion was held regarding this policy. Feedback will be submitted by Chair Racine on behalf of the SEAC to jennifer.pellegrini@ncdsb.com by October 6, 2016.*

- ***Progressive Student Discipline Policy (302.6.9)***
- ***Access to Board Premises – Safe Schools Policy (302.6.3)***
- ***Accessibility Customer Service Policy (800.8.1)***

*Feedback is to be submitted to [jennifer.pellegrini@ncdsb.com](mailto:jennifer.pellegrini@ncdsb.com) by November 9, 2016.*

## **E. SEAC REPORT**

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

- Nil Report

### **2. Review and Approval of SEAC Insert for School Newsletters**

- Nil Report

## **F. AGENCY REPORTS**

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

- Nil Report

### **2. *The Tourette Syndrome Association of Ontario – Anna Racine***

- Nil Report

### **3. *Learning Disabilities Association (Niagara) – Sarah Farrell***

- Our fall literacy and social skills programs have kicked off this week and they have all filled up! All of the families, volunteers and instructors are ready and excited to get started.
- We received a grant through the Niagara Community Foundation to pilot mindfulness practice in our social skills program called BEST for children with learning disabilities in the fall 2016 and winter 2017 program sessions.
- In the B.E.S.T. program, children with learning disabilities work on their social, emotional, and self-advocacy skills to increase their self-esteem and decrease anxiety. They gain a deeper understanding of their learning disability, learn coping strategies and how to manage their emotions, and are coached on how to fit in to social situations. LDANR believes that combining mindfulness practice with these approaches in the B.E.S.T. program will only serve to enhance the program.
- October is LD awareness month, and to spread awareness LDANR has partnered with the Book Outlet to host a Facebook contest for the month of October.
- Each Monday in October, LDANR will upload an LD Awareness Month post to our Facebook page and everyone who likes the post will be entered to win one of four \$25 gift cards! Make sure to like us on [Facebook](https://www.facebook.com/LDANiagara) ([www.facebook.com/LDANiagara](https://www.facebook.com/LDANiagara)) to receive contest notifications!

- We will be hosting a Steeped Tea Fundraiser from October 17 – November 4. We will be selling Steeped Teas during this time and will be looking for LDANR supporters to help us sell the teas. 40% of the proceeds will go to support the work of LDANR.

**4. Pathstone Mental Health – Bill Helmecki**

- Pathstone Mental Health is sending out a quarterly newsletter.

**5. Community Living Welland Pelham – Andrew Howcroft**

- Premier Kathleen Wynne provided mandate letters to her cabinet ministers Friday, September 23, 2016. The letters are meant to provide guidance and list the government's priorities. In terms of promoting inclusion and enhancing support for people who have a disability, Minister Jaczek and her ministry have been asked to come up with an action plan by the fall of 2017 to assist young people transition from children to adult services. She will be collaborating with the ministers of Children and Youth Services, Health and Long-Term Care, Education, Housing and Advanced Education and Skills Development on this front.
- **October is National Disability Employment Awareness Month, established to increase the awareness of the positive outcomes of hiring people who have a disability in Canada.** In recognition of National Disability Employment Awareness Month, Community Living Welland Pelham, in partnership with the Welland Pelham Chamber of Commerce and ODEN (the Ontario Disability Employment network) have invited Mark Wafer to an information Breakfast.
- Mark Wafer is the owner of six Tim Horton's restaurants in Toronto. Over the past 20 years, Mark and his wife Valarie have hired 127 people with disabilities to fill meaningful and competitively paid positions in all areas of operations, from entry-level to logistics, production and management. Mark believes there is a clear business case for inclusive employment.
- Community Living Welland Pelham's Annual Dinner Dance and Silent Auction will be held on November 19, 2016 at the Croatian Nation Home – 6 Broadway in Welland; Symposium and Auction – 5:30p.m. – 9:00p.m., Dinner at 7:00p.m. Dance will begin after last item is awarded: Dinner entertainment with Frank Krahn and Introduction. Tickets are \$55.00 each and you can reserve tables of 8 or 10 people. Please call 905-735-0081 ext. 249 for tickets or e-mail [kerrythomas@cl-wellandpelham.ca](mailto:kerrythomas@cl-wellandpelham.ca)
- Click on this link for more information on recent and upcoming activities at CLWP.  
<http://www.cl-wellandpelham.ca/Portals/19/Sept%20Opening%20Doors%202016.pdf>

## **G. STAFF REPORTS**

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

*Activities happening in Catholic Elementary Schools*

- Individual Education Plans are in progress: parent input and meetings
- EQAO Grade 3 & Grade 6 results
- SNAP (Special Needs Activity Program) is happening at Brock University
- Let's Read Program

- School visits between Principal, Educational Resource Teacher and Special Education Personnel
- Child and Youth Worker programs are in full implementation
- Student Council
- Special Activities - Terry Fox Walk, Holy Childhood Walk, Food Drive, Turkey Luncheons
- Catholic School Council
- Dress Code Shuffle & Swap

2. **Denice Robertson – Principal, Secondary**  
**Report Submitted**

*Activities happening in Catholic Secondary Schools*

- Student profiles have been sent to all staff to ensure that strengths, needs and accommodations are in place to support student achievement. Transition Aged Youth Protocol is in full swing. Meetings will continue to take place throughout the year for students with developmental disabilities. In the process of completing IEPs for Semester 1. They will be sent home in October. Schools have registered for the SNAP (Special Needs Activity Program) and some of our Special Education Classroom students will attend this fall, others in the spring. Some of our Special Education Classroom students have begun (or will begin) Co-op placements again this year with local businesses.

***Denis Morris***

- Our goal this year is to continue to provide staff with Building Capacity Series monthly to continue working on ABA strategies in the classroom. Specific attention is going to be placed on Function of Behaviour and strategies that can be used to support those behaviours. We have implemented a new checklist for teachers to gather early information about IEP/IPRC students to support early intervention.

***Saint Francis***

- Saint Francis have begun a Breakfast Program, run by Special Education Classroom staff and students. With the help of Niagara Nutrition Partners, we have bought some new equipment so that we can offer a varied menu each day.

***Holy Cross***

- This month, the class has been actively involved in several of our school's initiatives. We have had hard boiling eggs for breakfast club, a new item to help our Raiders start the day. We also are assisting the pilgrimage committee by preparing artwork for our theme "HC's Got Love". The Special Education Class will be hanging posters, stuffing teacher mailboxes, and baking cookies leading up to October 30<sup>th</sup> to show our support and help raise awareness of this important event.

***Blessed Trinity***

- The Special Education Department, in conjunction with the Special Education Advisory Committee (SEAC), has developed two Power Point presentations that were shared with school communities on Curriculum Night. On this evening, at Blessed Trinity, we will also host an Open House for our Special Education Class where new and returning parents will have the opportunity to mingle and meet each other's families. A trip is planned for Sky Zone in October – next month we will share the highlights.

***Notre Dame College***

- The Special Education Department continues to partner with ACL Welland in transition planning, and the Student Links program. As a school, we are concerned about the lack of services in the Welland area for students with high needs transitioning out of high school. The peer tutoring program offered at Notre Dame is going strong. We have seen an increase in the number of participants this year. It is wonderful to see the genuine connections between Peer Tutors and their partners. It is especially delightful to watch our Special Education students “teach” their peers about themselves, other students in the class and how to be a good helper. We are looking forward to participating in the high school programs offered by Special Olympics, and will be sending students to participate in a variety of events.

***Lakeshore Catholic***

- Lakeshore Catholic is pleased to welcome back a new Special Education Class Teacher.

**3. *Yolanda Baldasaro – Superintendent of Education***

- October 6, 2016 – Director’s Inspiration Mass and Award presentation is being held at St. Thomas Aquinas Church in St. Catharines.
- Ontario Secondary School Literacy Test (OSSLT) – Boards were invited to participate in the online administration. Niagara Catholic is rolling it out to Grade 10 students on October 20.

**4. *David O’Rourke – Coordinator Special Education***

- Nil Report

**H. TRUSTEE REPORTS**

**1. *Pat Vernal – Trustee***

- Nil Report

**2. *Maurice Charbonneau – Trustee***

- Nil Report

**I. STUDENT REPORT**

**1. *Sarah Milinkovich– Student Senate Representative***

- Nil Report

## **J. NCPIC REPORT**

- NCPIC is in the planning phase for the Catholic School Council Chairs and Co-Chairs meeting.

## **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. Superintendent Baldasaro presented a letter received from the Ministry of Education regarding the development of a directory for SEAC Chairs/Co-Chairs, with the goal of electronic distribution to all current SEAC Chairs/Co-Chairs for networking, sharing resources and best practices. This information has been provided to Chair Racine and Vice-Chair Lavorato to complete and return back to the Ministry of Education by October 31, 2016.
2. Additional correspondence was received and will be discussed at the November meeting.

## **M. QUESTION PERIOD**

## **N. NOTICES OF MOTION**

## **O. AGENDA ITEMS – DISCUSSION FOR FUTURE MEETINGS**

## **P. INFORMATION ITEMS**

**Q. NEXT MEETING:**

**Wednesday, November 2, 2016 at 7:00p.m. at the Catholic Education Centre**

**R. ADJOURNMENT**

Moved by Trustee Vernal

Seconded by Andrew Howcroft

**THAT** the October 5, 2016 meeting of the Special Education Advisory Committee be adjourned.

**CARRIED**

This meeting was adjourned at 8:50p.m.

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**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
NOVEMBER 22, 2016**

***PUBLIC SESSION***

**TITLE: APPROVED MINUTES OF THE SAINT MICHAEL AND  
SAINT PAUL CATHOLIC ELEMENTARY AND SECONDARY  
FAMILY OF SCHOOLS AD HOC COMMITTEE MEETING  
OF NOVEMBER 3, 2016**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the Approved Minutes of the Saint Michael and Saint Paul Catholic Elementary and Secondary Family of Schools Ad Hoc Committee Meeting of November 3, 2016, as presented for information.





*“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.”*

**MINUTES**

**Saint Michael Catholic and Saint Paul Catholic Elementary and Secondary  
Family of Schools  
Ad Hoc Attendance Area Review Committee**  
Loretto Catholic Elementary School, Our Lady of Mount Carmel Elementary School  
and Father Hennepin Catholic Elementary School

**November 3, 2016  
5:00 p.m.**

**FATHER KENNETH BURNS, csc BOARD ROOM  
CATHOLIC EDUCATION CENTRE - WELLAND**

Minutes of Ad Hoc Attendance Area Review Committee Meeting for the Saint Michael Catholic and Saint Paul Catholic Elementary and Secondary Family of Schools of November 3, 2016 at 5:00 p.m. at the Catholic Education Centre.

The meeting was called to order at 5:00 p.m. by Superintendent Farrell.

**A. ROUTINE MATTERS**

**1. Opening Prayer**

The opening prayer was led by Ted Farrell.

**2. Roll Call and Attendance**

<b>Committee Members</b>		<b>Present</b>	<b>Excused</b>	<b>Absent</b>
Kathy Burtnik	Trustee	x		
Frank Fera	Trustee	x		
Ed Nieuwesteeg	Chair/Trustee	x		

<b>Resources to Committee</b>		<b>Present</b>	<b>Excused</b>	<b>Absent</b>
Ted Farrell	Superintendent of Education	x		
Scott Whitwell	Controller of Facilities Services	x		
Kathy Levinski	Manager of Facilities Services	x		
Mary Gallardi	Recording Secretary		x	
Antonio Cardamone	Principal - Loretto Catholic	x		
Amanda Cybula	Principal - Father Hennepin	x		

Resources to Committee		Present	Excused	Absent
Elizabeth Davey	Principal - Our Lady of Mount Carmel			X
CSC Chair/Co-Chair	Loretto Catholic	X		
CSC Chair/Co-Chair	Father Hennepin			X
CSC Chair/Co-Chair	Our Lady of Mount Carmel			X

The following staff were also in attendance:

Mark Lefebvre, Family of Schools Superintendent of Education, Christopher Moscato, Vice-principal, Carol Forster, Recording Secretary;

### 3. Approval of Agenda

Moved by Trustee Burtnik and Trustee Fera

**THAT** the Agenda of the Ad Hoc Attendance Area Review Committee Meeting for the Saint Michael Catholic and Saint Paul Catholic Elementary and Secondary Family of Schools of November 3, 2016 be approved as presented.

**CARRIED**

### 4. Declaration of Conflict of Interest

No Declaration of Conflict of Interest was declared with any items on the agenda.

### 5. Approval of Minutes

Moved by Trustee Burtnik

**THAT** the Minutes of the Ad Hoc Attendance Area Review Committee Meeting for the Saint Michael Catholic and Saint Paul Catholic Elementary and Secondary Family of Schools of October 19, 2016 be approved as presented.

**CARRIED**

## B. INFORMATION REQUESTED BY COMMITTEE ON OCTOBER 19TH, 2016

Superintendent Farrell indicated that there were several information items requested at the last Committee Meeting and suggested that in reviewing the presentation that the items requested be explicitly identified as the information was reviewed. The Committee agreed.

The information requested included:

1. Details on the impact of overcrowding at Loretto Catholic such as:
  - Classroom sizes
  - Portables
  - Lockers
  - Washrooms
  - Lack of adequate gym time
2. Demographic impact of attendance area options.
  - a. Option 1 - E1 to Our Lady of Mount Carmel Catholic Elementary School - prepare projections as option

- b. Option 2 - E1 and E2 to Our Lady of Mount Carmel Catholic Elementary School - prepare projections as option
  - c. Option 3 - E1 and partial E2 (Charnwood) to Our Lady of Mount Carmel Catholic Elementary School - prepare projections as option
  - d. Option 4 - Out of Boundary students who currently attend Loretto Catholic Elementary School be required to attend their home school.
  - e. Option 5 - Students eligible for transportation at  $\geq 1.6$  km in E1, E2 & W1 be required to attend Our Lady of Mount Carmel Catholic Elementary School
3. Out of boundary information for the three schools in the Attendance Area Review.
  4. Information on reasons out of boundary students are currently attending Loretto Catholic
  5. Details on the impact to transportation costs/ride times for each attendance area option.
  6. Details of the impact on transportation costs/ride times associated with a move of the French Immersion from Notre Dame to Our Lady of Mount Carmel.
  7. Details on the transportation costs of any potential boundary shift in Oldfield Estates.
  8. Details of the October 26th, consultation with the parent communities from Notre Dame/Our Lady of Mount Carmel concerning the potential French Immersion relocation from Notre Dame to Our Lady of Mount Carmel.
  9. Create Guiding Principles for the Committee for the Public Meeting:
    - minimal disruption to the communities
    - not moving students more than once
    - open and transparent process
    - must relieve enrolment pressures at Loretto Catholic - would like input from parents
    - recognize needs of parents (i.e. childcare)

Committee requested that the second guiding principle be revised to: “Minimal movement of students.”

10. Consideration of potential partnerships for Our Lady of Mount Carmel.

### **C. REVIEW OF POTENTIAL ATTENDANCE AREA OPTIONS**

The slideshow for the Public Meeting was presented and suggestions/comments encouraged. Suggested changes will be incorporated into the slideshow.

Input from the Public Consultation Meeting on French Immersion at Our Lady of Mount Carmel and email correspondence was reviewed. Input from Senior Administrative Council was also reviewed on the impact of moving the program from Notre Dame to

Our Lady of Mount Carmel. The Committee was advised that the French Immersion program would remain at both sites. A letter will be sent to the parents of students registered in French Immersion next week.

School information was shared with the committee. It was noted that Our Lady of Mount Carmel will be well over capacity by 2025-2026. Shortfalls in capacity will be addressed through the use of portables. In the long term, with additional development in the Thundering Waters area, relocation of programs may need to be considered along with capital options.

Each of the attendance area options was reviewed including the impact on future enrolment, transportation costs and ride times. The Committee suggested:

- Status Quo be presented as an option.
- Attendees at the Public Meetings next week be invited to provide other options for consideration.
- The focus on addressing accommodation issues at Loretto Catholic Elementary School not be restricted solely to out of boundary students due to the unique circumstances that lead to their admission.
- Equalization of enrollment across the schools be a focus.
- Parents be advised that no decision has been made at this point on preferred attendance area options and that this process is open and transparent.
- The potential boundary change affecting Oldfield Estates be resolved so that families are aware of boundaries when they move in.

The need for adequate spaces for childcare was discussed. It was noted that currently students requiring childcare at Our Lady of Mount Carmel are served at Father Hennepin and students are bussed between the schools. Facilities Services is investigating additional childcare options for children at Our Lady of Mount Carmel.

#### D. FUTURE ACTION

- Public Consultation Meeting - November 9, 2016 - 7:00 p.m.  
Loretto Catholic Elementary School
- Public Consultation Meeting - November 10, 2016 - 7:00 p.m.  
Our Lady of Mount Carmel Catholic Elementary School

#### E. ADJOURNMENT

**Moved** by Trustee Nieuwesteeg

**THAT** the Ad Hoc Attendance Area Review Committee Meeting for the Saint Michael Catholic and Saint Paul Catholic Elementary and Secondary Family of Schools of November 3, 2016 be adjourned. Seconded by Trustee Fera

**CARRIED**

This meeting was adjourned at 6:30 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
NOVEMBER 22, 2016**

***PUBLIC SESSION***

**TITLE: APPROVED MINUTES OF THE SAINT MICHAEL AND  
SAINT PAUL CATHOLIC ELEMENTARY AND SECONDARY  
FAMILY OF SCHOOLS AD HOC PUBLIC MEETING OF  
NOVEMBER 9, 2016**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the Approved Minutes of the Saint Michael and Saint Paul Catholic Elementary and Secondary Family of Schools Ad Hoc Public Meeting of November 9, 2016, as presented for information.



*“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.”*

**MINUTES**

**Saint Michael Catholic and Saint Paul Catholic Elementary and Secondary  
Family of Schools**

**Ad Hoc Attendance Area Review Committee**

Loretto Catholic Elementary School, Our Lady of Mount Carmel Catholic  
Elementary School  
and Father Hennepin Catholic Elementary School

**November 9, 2016  
7:00 p.m.**

**LORETTO CATHOLIC ELEMENTARY SCHOOL**

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Minutes of Ad Hoc Attendance Area Review Committee Meeting for the Saint Michael Catholic and Saint Paul Catholic Elementary and Secondary Family of Schools of November 9, 2016 at 7:00 p.m. at Loretto Catholic Elementary School.

The meeting was called to order at 7:00 p.m. by Trustee Nieuwesteeg.

**A. ROUTINE MATTERS**

**1. Opening Prayer**

The opening prayer was led by Ted Farrell, Superintendent of Education.

**2. Roll Call and Attendance**

<b>Committee Members</b>		<b>Present</b>	<b>Excused</b>	<b>Absent</b>
Kathy Burtnik	Trustee	x		
Frank Fera	Trustee		x	
Ed Nieuwesteeg	Trustee	x		

<b>Resources to Committee</b>		<b>Present</b>	<b>Excused</b>	<b>Absent</b>
Ted Farrell	Superintendent of Education	x		
Scott Whitwell	Controller of Facilities Services	x		
Kathy Levinski	Manager of Facilities Services	x		
Mary Gallardi	Recording Secretary	x		
Antonio Cardamone	Principal - Loretto Catholic	x		

<b>Resources to Committee</b>		<b>Present</b>	<b>Excused</b>	<b>Absent</b>
Amanda Cybula	Principal - Father Hennepin	x		
Elizabeth Davey	Principal - Our Lady of Mount Carmel		x	
CSC Chair/Co-Chair	Loretto Catholic	x		
CSC Chair/Co-Chair	Father Hennepin			x
CSC Chair/Co-Chair	Our Lady of Mount Carmel			x

The following staff were also in attendance:

Mark Lefebvre, Family of Schools Superintendent of Education; Christopher Moscato, Vice-Principal, Loretto Catholic Elementary School; Ken Griepsma, Principal, Saint Michael Catholic High School.

Thirty-four members of the public also attended and signed the attendance to the meeting.

#### **B. TERMS OF REFERENCE**

Superintendent Farrell presented the Terms of Reference for information. It was noted that the Terms of Reference initially suggested to “consider the impact of moving the French Immersion Program from Notre Dame.” Following public consultation on the issue, the decision was that the program would remain at Notre Dame Catholic Elementary School.

#### **C. MEETING SCHEDULE**

Superintendent Farrell presented the Meeting Schedule for information.

#### **D. BACKGROUND INFORMATION**

Kathy Levinski and Superintendent Farrell provided background information pertaining to the identified schools in the Attendance Area Review from the June 21, 2016 Board Report: Father Hennepin Catholic Elementary School, Loretto Catholic Elementary School and Our Lady of Mount Carmel Catholic Elementary School.

The current boundaries map for each school were shared in addition to the potential students living in each elementary school boundary.

A catchment summary for Loretto Catholic, Father Hennepin and Our Lady of Mount Carmel was provided showing students who are currently attending a Niagara Catholic school. Also included was information on out of boundary students.

Enrolment Projections were reviewed for each of the three schools.

An Education Development Charge, which is used to purchase land and develop school sites, was reviewed as it relates to south Niagara Falls.

Kathy Levinski reviewed the areas that are being planned for development in south Niagara Falls:

- The Garner South Plan has approximately 2700 units approved by the city of Niagara Falls. The area is projected to result in close to 400 students attending a Niagara Catholic Elementary School.
- The Oldfield subdivision was reviewed. The area is currently split between Our Lady of Mount Carmel Catholic Elementary School and Father Hennepin Catholic Elementary School. Thundering Waters is in the early planning stages and will ultimately affect enrolment in both the Father Hennepin and Our Lady of Mount Carmel boundary areas.

## E. ATTENDANCE AREA OPTIONS FOR CONSIDERATION

### Option 1 – Status Quo

Principal Cardamone presented the current issues at Loretto Catholic, Superintendent Farrell presented the current issues at Our Lady of Mount Carmel and Principal Cybula presented the current issues at Father Hennepin.

Kathy Levinski spoke about the child care program at Loretto, Father Hennepin and Our Lady of Mount Carmel. Kathy encouraged parents to sign up for childcare on the Onelist in order for the Board to determine if there is viability for childcare in the school.

#### Comments/Input/Feedback:

David Corfield, Father Hennepin:

*Just wondering why did you close down St. Thomas More School if you are having such issues here? Why are we in this panic mode?*

Trustee Nieuwesteeg:

*St. Thomas More was vastly underutilized and we essentially had two schools basically on the same site. When we needed to get the enrolment up at Our Lady of Mount Carmel with the addition that the Ministry funded, it didn't make sense to us to keep St. Thomas More essentially on the same site. When the Ministry looks at funding, they look at utilization of classroom space and it works against you if you have unused classrooms in a school. The Ministry actually penalizes you if have unused classrooms.*

David Corfield, Father Hennepin:

*I'm getting the impression here so far that you are going to shuttle kids from this school to Father Hennepin or Mount Carmel, is that correct?*

Trustee Nieuwesteeg:

*The intention, or how it plays out in the end is as Superintendent Farrell alluded to a few minutes ago is that the enrolment here at Loretto is way beyond the capacity of the school. It is incumbent upon us as a school board to do something, acknowledging the great work that Mr. Cardamone and Mr. Moscato are doing to serve the students here to the best of our ability. We have 600 plus students in a school that was built for 400 students. You also heard from Ms. Cybula and Mr. Farrell about the facilities at the other schools, including a double gymnasium at Our Lady of Mount Carmel. I don't know if you had a chance to look at those other schools but both schools are fabulous*



*facilities. What we are trying to do is minimize the impact we are going to have on school communities but really it is our job as a committee to come up with ways to alleviate the pressure that Loretto Catholic is feeling right now. Mr. Farrell will present some of the options. Something has to be done and we do have to do something soon.*

David Corfield, Father Hennepin:

*I was trying to suggest that you already had a school available for these students which wouldn't have had any any impact and you shut down that school.*

Trustee Nieuwesteeg:

*St. Thomas More was a JK to Grade 3 school. It wasn't a JK to Grade 8 School so it was fairly easy for us to make the transition over to Our Lady of Mount Carmel. We are in a catch-22 situation here with the surplus space in some of the south Niagara schools. Loretto parents are living this right now with the issues related to washrooms and gym time. Our goal is to minimize the disruption and the effects of overcrowding on the school and community. Children are going to benefit from the move and I hope that you don't think of it as a detrimental situation. All I can tell you from past experience, and I've been on the Board for a very long time, is that this is never an easy decision. Our job is not to disrupt families or students and cause anxiety; that is not something that we want. It is a function of demographics and demographics that we have to deal with.*

Trustee Burtnik:

*I would like to point out that St. Thomas More was a JK to Grade 3 School and then it became one family in joining Our Lady of Mount Carmel under one roof. The Board is trying to model keeping families together from JK to Grade 8 rather than in two separate schools. There is going to be a conversation taking place in Thorold shortly as they have a JK to 3 school and a Grade 4 to 8 school. Families have asked us to give consideration to consolidation because it is very difficult for mom, dads and caregivers to be actively involved in two school communities. That is part of the rationale that the St. Thomas More decision was made.*

## **Option 2 – Area E1 to Our Lady of Mount Carmel**

Kathy Levinski and Superintendent Farrell presented Option 2

### **Comments/Input/Feedback:**

Catie Sirie, Loretto:

*I want to know that for each of the options you are looking at are you considering the same percentage of out of bounds students per year?*

Superintendent Farrell:

*Students that are out of bounds are counted in the projections for the school that they are currently attending. Future students are projected to attend their resident school: that is, they are allocated to the school that they should be going to.*

Kathy Levinski:

*When we provide the number of out of bound students we are using this year's numbers.*

Sandra Elia, Loretto:

*The kids that you were just talking about being moved are those kids currently bussed to Loretto?*

Superintendent Farrell:

*Some are bussed and some are walkers. Area E1 includes the whole area, not just bussed students.*

### **Option 3 – Areas E1 + E2 (A&B) to Our Lady of Mount Carmel**

Superintendent Farrell presented Option 3

#### **Comments/Input/Feedback:**

Lucy Ioannoni, Loretto:

*Is the goal to reduce enrolment at Loretto to its capacity?*

Superintendent Farrell:

*If we were to go back to the Terms of Reference for the committee, one of the goals is to try to align the enrolment with the facility size at Loretto Catholic. If we were to solely focus on that, we require approximately 220 students move from Loretto Catholic. We don't have 220 pupil spaces at Our Lady of Mount Carmel. All we would be doing is moving students from a portable here to another portable over there. The best case scenario is that we reduce, as best we can, the enrolment pressure here from 160%. We are going to need to get to a point where Our Lady of Mount Carmel is getting close to 100%. Are we going to get to 100% capacity at Loretto? I don't see that as being one of the options as we go from one portable city to another portable city. We are trying to be fair to all school communities. We are looking long term at essentially having 15 portables between the three schools. We don't feel it's fair to have them all at one school.*

Derek Szolucha, Loretto:

*I did not understand the piece about the the cost of moving or adding portables here?*

Superintendent Farrell:

*If we were to add portables here, in the near future we need to upgrade the electrical system due to the increased load. The cost of doing so could run anywhere from \$50,000 to \$100,000. That is in addition to the cost of the portable and having it transported to the site.*

David Woods, Loretto:

*What level of enrolment are you trying to get Loretto down to? Earlier on you were discussing the opportunity for children for exercise, for staff to gather. What level does*

*Loretto need to get down to provide a similar environment for the staff and students across all three schools?*

Superintendent Farrell:

*Ideally we need to get each school to 100% capacity. That is not possible just with the number of children that reside in the catchment areas. What we are working towards is to try provide the same quality programs to all three school communities.*

Trustee Burtnik:

*I don't know that there is a magic number. This is the really great problem to have for Catholic Education. We have so many kids that want to experience the quality of education in all three of our schools that we're discussing here. I would hope all of our schools would be at 100% at some point. We all know that as soon as we build a school we are overcrowded, that's just the way it is. The government only funds for those pupils that you absolutely know are certain that they are coming so that the disconnect between what we know what is going to happen and what the government funds for the build of a school.*

*I think what we are really trying to do is balance the schools so that all of our schools are at least at capacity so that if we continue to see the enrolment grow through projections, through the growing community in this area that we have to build another Catholic School. It is not a matter of continually putting portables on top of portables on this site. This particular location is the hot spot due to demographics. This is where the development is and if we knew when we built Loretto what we now know we still would have only been funded for the size that Loretto currently is. We couldn't have built for more at the time than we were funded.*

*There is no magic number. As far as getting Loretto closer, and bring the others closer or even just slightly over the hundred, to give students in the area the same opportunities to experience all the good things in program and for our staff to have the same opportunity to engage in professional dialogue with colleagues, etc. etc.*

Trustee Nieuwesteeg:

*Just a follow up to that so you don't think we are being short sighted. As Kathy mentioned, we are only allowed to build schools based on what the government says the size of the school should be. If we were able to build based on our projections and what we thought was going to happen, Saint Michael Catholic High School would have been a lot bigger from the start. When we closed Saint Michael on Valley Way, there were only 800 students enrolled so we were funded to build a high school to house 800 students. A lot of people saw that right away we were putting portables on the property and said we should have thought about that and built a bigger school. Unfortunately, as Kathy mentioned we could only build for what the government allowed.*

*I'm sure all of you have an appreciation for the problem that we are struggling with but at the end of day want to do what's best for the majority of our kids, and we want to make sure that whatever decision we come to that the parents can live with and the school communities can live with it. That is really the goal of the committee.*

Jason Cukierski, Loretto:

*Just in terms of realistically changing the boundaries, if the boundaries aren't shifted then a new school will not be built. Is that the bottom line?*

Superintendent Farrell:

*When the Board applies for funding for a new school the Ministry takes a look at space available in nearby schools. Here we have space at two schools close to Loretto Catholic. The Ministry wants to see school boards using their resources efficiently. We need to address available space nearby before we can apply for funding for a new school, that option is years down the road.*

David Corfield, Father Hennepin:

*Loretto is not the only school with this issue. Forestview is having the issue too. Can we push to take over Kate S. Durdan which is attached?*

Superintendent Farrell:

*No, we are not able to take over Kate S. Durdan. It is the growth in the area that is creating the pressure.*

Frank Mancuso, Loretto:

*My kids are out of bounds and grandfathered in. Are students still going to be allowed to do this and why wasn't this brought up in 2010?*

Trustee Burtnik:

*When we look at the notion of out of boundary it's strictly for mapping right now. When you are a student at Loretto Catholic it doesn't anymore matter where you live. You are a student and you are part of the community. We want to dispel the notion that the easy answer, mathematically, is to send all those out of boundary kids back to their home school. This is their home school right now.*

Frank Mancuso, Loretto:

*Is there an Option 6?*

Trustee Burtnik:

*There is. We have to consider every option. If we didn't then we wouldn't be doing our due diligence. But the notion of an out of boundary is for the mapping purposes. We cannot capture them as a dot within the boundaries. When you are a student at Niagara Catholic and you are given a letter of permission to attend a school, outside of the school boundary you live in, you become a part of that community. One of the options we need to look at is, do we send everybody to their home school? This is your home school right now. When we considered this and everyone was grandfathered we knew there would be a point in time that we had to look at it again, and this is that point in time. We couldn't fix it then and we are not going to be able to fix it 100% right now because this*

*community, this neighbourhood is busting and thank God it's busting with kids that want to come to a Catholic School.*

*We are very aware that right here, right next door there is an option. Your decision will be is Catholic education the thing that you value most? If so, you will work with us in whatever difficult decision we have to make. We really hope that your first priority is for you to have your child educated in a Catholic School and that it simply isn't just a matter of convenience for you. I think I've gone a little further than where you wanted me to go but I wanted to make the point clear that it is very important to all of us and to our Board.*

Trustee Nieuwesteeg:

*Just a further point with respect to out of boundary students, one thing we pride ourselves on as a Board is that every student and family situation is looked at individually. Out of boundary situations are looked at for compassionate reasons, for example child care needs or single parent families. Every child in Niagara Catholic has a story and we like to think that we listen to that and does that cause problems for us, yes.*

*As Kathy had alluded to, it's easy to say every out of boundary student go to their in bound school but every child in our system has a story and it is incumbent upon us as a Catholic School Board to look at all these stories and say this child needs to be here for this or that reason. If you look at out of boundary numbers there are 95 out of boundary students currently attending Loretto Catholic which is a huge number, probably the highest number in all of our elementary schools. I just want you to be aware of that, that as a Board we look at it from a compassionate standpoint.*

Superintendent Farrell:

*Just to pick up on that point, the 95 out of boundary students attending Loretto is mitigated by a number of students who live in Loretto Catholic boundary but attend other schools. The net effect is approximately 30 students. It is not the out of boundary students are not the sole cause of enrolment pressure at Loretto Catholic.*

#### **Option 4 – Areas E1 + E2B to Our Lady of Mount Carmel**

Superintendent Farrell presented Option 4.

#### **Comments/Input/Feedback:**

No questions on this scenario.

#### **Option 5 – All Out of Boundary Students Attending Loretto Catholic Returned to Home Schools**

Superintendent Farrell presented Option 5.

#### **Comments/Input/Feedback:**

No questions on this scenario.

**Option 6 - Students bussed greater than 1.6 km from Loretto Catholic in areas W1 + E1 + E2 (A&B) to Our Lady of Mount Carmel**

Superintendent Farrell presented Option 6.

**Comments/Input/Feedback:**

No questions on this scenario.

**Option 7 – Open Option Discussion**

Trustee Nieuwesteeg:

*Catholic School Council Chairs act as a resource to the committee. If you have any questions you can direct them to the Chairs and they will make sure that whatever feedback you provide will be brought to our next committee meeting.*

Sabrin Fabbro, Co-Chair Loretto:

*We can all agree that not acting is not an option. Status quo is not an option and a decision needs to be made. It is a difficult decision but there are options and we are here to discuss what the other options could possibly be.*

Trustee Nieuwesteeg:

*The process from here moving forward, there will be further discussion between the committee and it is open to the public. All of you are invited to attend any of the meetings that we have and there will be a further public consultation on the plan to have something enacted in early January. It seems like a fairly tight time frame but the mandate of the committee is to come up with some kind of solution or resolution before the next school year so that's what we are trying to do and in fairness to the parents and the school communities we have to get that information to them so they can make appropriate plans for their children for next year.*

Catie Sirie, Loretto:

*Is the reason we are not considering sending some of the Loretto students to Father Hennepin solely due to transportation time?*

Superintendent Farrell:

*We did make reference to the Oldfield Estates development earlier. The area is currently designated to both Our Lady of Mount Carmel and Father Hennepin. One-half of this area has just begun construction and the other side of the development has just been serviced. It makes sense to us to have these students attend Father Hennepin and increase the size of its boundary. This would support an increase in enrolment at Father Hennepin and reduce the enrolment pressure due to growth at Our Lady of Mount Carmel. That was one of the questions that we need to address.*

Lindsay Jones, Loretto:

*I live in the Imagine area. I will be registering my child for school in November of this year. When will the decision take effect?*

Superintendent Lefebvre:

*By policy we are over capacity at Loretto. You can put an out of boundary application in and we would consider it but because the numbers are so large at Loretto there would have to be extraordinary circumstances.*

Lindsay Jones, Loretto:

*Regarding daycare at Our Lady of Mount Carmel, has there been consideration to offering it there? That really is my main concern.*

Kathy Levinski:

*You will receive information at registration regarding childcare and you will need to sign up on Onelist and indicate where you want to go. At Notre Dame Catholic Elementary School last year there was no child care, but numbers came in showing there was a need. Consequently, they were able to get a child care provider at the school.*

*If we show support for a child care, demonstrate need and have the numbers we can work something out in the end. We will continue to work with our partners and the Ministry to find ways to to accommodate. We do this on a continual basis with all of our schools.*

Dan Cuviallo, Loretto:

*Have they looked at putting an addition on this building?*

Superintendent Farrell:

*With our current projections, we feel there will be sufficient growth in south Niagara Falls so that once we equalize enrolment across the schools we will be in a very good position to make application to the Ministry to fund a new school. We are going to continue to have growth in this area. If we replace portables with the addition we would be taking away from play space. The preferred option that we have considered is to equalize enrolment, demonstrate sustainability and apply for funding for a new school.*

Trustee Nieuwesteeg:

*Earlier in the presentation we talked about sq ft. per pupil, if we were able to consider an addition, that would severely impact the play area for the students if we put an addition on. I really think that this is not a viable option for us at this point.*

Trustee Burtnik:

*We still need to show balanced enrolment in order to get funding whether it is an addition or new build. You have to have managed your assets the best way before you will get funding because the government would simply say that you have empty spaces over there and until they are balanced we are not giving you money. Funding is critically important.*

Dan CuvIELLO, Loretto:

*When you are saying balancing populations, is that what you mean by funding?*

Trustee Burtnik:

*In order to show that we have utilized our resources to the best of our ability, without putting kids on busses from Niagara Falls to St. Catharines, within the community we need to minimize the number of empty spaces at 1 or 2 schools to alleviate the pressures here at Loretto. We hope that down the road we are in a position, as the south Niagara Falls keeps growing to be able to build a school somewhere within that community.*

David Corfield, Loretto:

*Going back to my point about St. Thomas More.*

Trustee Burtnik:

*The facility of St. Thomas More was too expensive to repair.*

Dave Corfield:

*In a dangerous sense or aesthetics sense?*

Trustee Burtnik:

*In the sense that it was not worth repairing to put kids in it. Value per dollars and that is determined by the government, not by the Board. They come in and there are studies that are done, I'm sure they are all available if you would like to look at the state of that school before it was closed, and they did a report on Our Lady of Mount Carmel's ability to house those students in one facility.*

David Corfield:

*What is the cost of the portables? Is cost of portables as much as new addition?*

Trustee Burtnik:

*No.*

Controller Scott Whitwell:

*Fair to say that portables provide temporary relief. In terms of moving individual portables around the costs is approximately 25 thousand dollars but then there are costs associated with having it connected to services, skirting and other costs. There is a cost to adding portables here due to the electrical. For us to have it wired properly, it could run somewhere between \$50,000 - \$100,000.*

Frank Mancuso, Loretto:



*I know that families don't want kids split up but what if they ship Grade 7 and 8 students off site to Our Lady of Mount Carmel or Father Hennepin. It would alleviate some of the enrolment issues at Loretto. I'm just throwing this out there. Could be some compromise with the school board where parents can drop off their kids here to be transported to another school and then they are brought back at the end of the day to this school.*

Unnamed Speaker:

*My Niece goes to school where all 7 and 8 are together and then all go to high school together and then the grade 9s are all together as they were all together in grade 7 and 8.*

Frank Mancuso, Loretto:

*I get what you are all trying to do. We all want what's best for our kids and everyone here will say what's best is that our kids stay here at Loretto. At the end of the day the Grade 7's and 8's won't have an issue going to another school.*

Trustee Nieuwesteeg:

*What we have found is that when a child has been at a school for 6-7 years it becomes part of their identity. Parents in the past say please don't move/uproot my child in Grade 8, a year before high school. It would be unfair from our perspective to tell students to go to another school for the next two years. I really don't think that is an option that we would consider but thank you.*

Trustee Burtnik:

*What we are going to do is take note of ideas and take them back to committee and have discussion and make a response that considers the pedagogy and the Mission of our Board.*

Superintendent Farrell:

*Staff did consider at the outset the possibility of having Grade 7 and 8 students attend Saint Michael Catholic High School but that just didn't work based on the numbers of students attending Saint Michael. They are nearly full already.*

Paula Willms, Loretto:

*My children are in Grade 4. My concern is that my husband and I play by the rules. We were out of bounds and then we bought a home in the area. With your options, my area (E1) is in them. With E1 being in all four options, are there other areas that can be considered not including E1?*

Superintendent Lefebvre:

*I know this answer is not helpful but just to the north of Lundy's Lane is the Cardinal Newman community and they have more than 500 kids so we don't want to move between*

*these two school communities because they are both over capacity. If we start to change around here to make space you are going into another full school.*

Paula Willms, Loretto:

*Why do almost all the options have E1? Why focus on that section? Wouldn't it be fair to take in all areas?*

Trustee Nieuwesteeg:

*Due to the proximity of Our Lady of Mount Carmel.*

Paula Willms:

*When you go back to the Board, my concern is that most of the options have E1 and E2. I would like to see more options with other areas considered as well, like E4 and W4.*

Trustee Nieuwesteeg:

*We will consider that.*

Superintendent Farrell:

*With regards to transportation, E4 and W4 are almost all walkers. If we have area E1 attend Our Lady of Mount Carmel, we will need to put 27 students on a bus who are currently identified as walkers in E1.*

*Suggest that E1 Students and W1 is close to E1 and double the students*

Trustee Burtnik:

*When we were coming up with the options, the Committee looked at the option of moving to Our Lady of Mount Carmel anyone who is bussed, instead of taking kids who are walking which flies in the face of physical fitness.*

*We know for sure that a number of parents in the walking zone actually drive their kids to school. (Trustee Burtnik asked for a show of hands of who lives in the walking area but still drives their kids to school.) It's something we are talking about at the Committee. It didn't make sense to us to put students on the bus to Our Lady of Mount Carmel who can see Loretto and literally walk across the street to school.*

*We will go back and discuss it further. This decision is going to affect some parent somewhere and what we really don't want to have parents say is create an option that affects somebody else but not me. At the end of the day, somebody will be affected. Unless everyone says Option 1 is the best option, somebody will be affected. It is not personal it is a practical decision.*

Paula Willms, Loretto:

*I'm concerned that most of the options include E1 and the 41 students. We need to broaden this.*

Trustee Burtnik:

*That is why we are here, to listen to your concerns and go back and talk about that.*

Superintendent Farrell:

*One consideration could be to exclude the walkers in E1.*

Paul Willms, Loretto:

*I moved into E1 to stay at Loretto and now you are going to move us out.*

Superintendent Farrell:

*We have not made a decision. This is part of the process.*

Jason Cukierski, Loretto:

*More of a suggestion. There is something attractive about a smaller school. I'm in the walking area of W2. Let's say my kids walk to Forestview Blvd. Could they be bussed to Our Lady of Mount Carmel?*

Superintendent Farrell:

*That is an option that we can consider.*

Josephine Cuvillo, Loretto:

*My concern is with the 81 students at the top. How many of those are going to go to the new school? The reason we moved to that area was to go to Loretto and now we have to start over with everything. It's a lot to our kids.*

Superintendent Farrell:

*Students will be affected by a change of schools and transitions can be difficult. Rest assured, between the three schools, that a very strong transition plan will be put in place to ensure a smooth transition. We believe children are very resilient and that although they enter as strangers at a new school on the first day these strangers will very quickly become friends.*

Davie Woods, Loretto:

*Is there an opportunity in this building given we are sharing the roof with another school? I don't know their situation. Are they suffering the same issues as we are? Could we look at leasing some space on the other side to offset the expenditures needed if we add more portables? We don't want kids displaced. Could available space at Kate S. Durdan be utilized to reduce the number of kids you need to be moved?*

Superintendent Lefebvre:

*Mr. Whitwell, myself and the Board Lawyer and Trustee Burtnik met with DSBN and made that request and the answer was not interested in leasing that space, due to the conditions for that kind of situation, we were able to gain access to one class two years ago. They will not give us any more space. They are now over capacity and have one portable.*

David Szolucha:

*Please return to the slide with the development information on the Garner South area. What would happen if we look at Phase 3 and 4 and send 50% of these students to Our Lady of Mount Carmel?*

Superintendent Farrell:

*The first thing we need to know is the type of construction being built in Phases 3 and 4. There is a different pupil yield factor used in calculating future enrolment. For example, there is a different calculation depending on whether it is a single family home, semi-detached, townhomes or highrises. The pupil yield varies based on the type of dwelling. Our consultant was provided with all of this information. These students have been factored in.*

David Szolucha:

*So 5% of this population would be sent to Our Lady of Mount Carmel?*

Trustee Burtnik:

*We work on about one-third of the overall projected overall number of school-age children attending Catholic schools. So when you look at the overall projections we anticipate 400, or so, over the lifetime of its development.*

Superintendent Farrell:

*In determining the number of students from an area attending, from single family homes a very rough calculation is to take the number of units and multiply by .66 and then divide by 3 to determine the number of students we would receive. That, however, is a very rough calculation.*

Mr. Szolucha:

*So 80 students will be sent to Our Lady of Mount Carmel from that area.*

Superintendent Farrell:

*Those students are in fact already in the Our Lady of Mount Carmel area and are factored into its projected enrolment. Students who are currently attending Loretto are factored into its projected enrolment.*

Dorothy Graham, Loretto:

*I don't know if it makes sense or not, but could one option be status quo and stop any other future registration? Eighty students isn't going to make a difference. How much is that going to lessen it?*

Superintendent Lefebvre:

*We understand that and we are looking at that. We also have to look at the siblings of those out of boundary students.*

Superintendent Farrell:

*What you have suggested is one of the grandfather options that we proposed for consideration.*

Lisa DiPietro, Loretto:

*If we decide on one of the options and you are now going to move these kids out then you are going to get parents fighting with the board. This is what happened in 2010. John Crocco met with them and said ok you can stay, okay you can stay, okay you can stay too. Now our kids are suffering and paying the price. We are over capacity and these kids now have no gym time. Are you prepared when all these parents from W1 and E1 come to you that they are already at Loretto and want to stay? What are you prepared to say to these parents? We were shipped out then shipped back in when they changed the boundary. So what are you going to say? It all comes down to you guys. It comes from you saying ok? What happens when you kick these kids out?*

Trustee Burtnik:

*I promise you we will not be kicking any kids out. We have a problem and we have to solve it, and the solution lies somewhere between what we have presented and the conversations that are going to come to light. There is the option of grandfathering students that are in. Every child's story will have a chance to be told. It is not simply mathematical, where we take this chunk and move them. If it was that easy we would have done it and all of the moves that we tried to make in 2010 would have been made. So as far as what are we prepared to say, it depends on the student, the human story of each child and each parent.*

Lisa DiPietro, Loretto:

*We keep listening and we keep accepting more kids. It's the same thing. We have been doing this since 2010 and now it just got worse. I have to worry about the safety of my kids, with the bathroom situation - waiting to go to the bathroom and no one is going to leave. It has to come from you guys.*

*I have to worry about my kids' education as we are over capacity and there are classrooms sitting empty at St. Vincent de Paul, at Our Lady of Mount Carmel and we have kids sitting in portables because we are way over capacity. What about our bathroom situation? Kids have to wait. And I get it that no one is going to want to leave. You don't understand that.*

Trustee Burtnik:

*Are you suggesting everyone from out of boundary go back?*

Lisa DiPietro, Loretto:

*Maybe everyone out of bounds from now on.*

Trustee Burtnik:

*Okay the message has been written down and will go back to Committee.*

Lisa DiPietro, Loretto:

*I appreciate what you are saying. You can tell how emotional everyone is. Every option is best case scenario and I don't think one stand alone option will truly work; one option reduces by 30%, another by 10%. My point is I think we need stronger criteria for looking at out of bounds students.*

Superintendent Farrell:

*We will bring that back. One other thing to note about the Loretto boundary area is that we would have the school at capacity with just the area west of Kalar Road. East of Kalar Road simply adds to the enrolment in the school.*

Sabrina Fabro, Loretto:

*Have we considered the option of parents who would want to volunteer their students to go to another school? Some families may want to go to another school. Two parents here are willing. Maybe we should see if there are more families.*

Trustee Nieuwesteeg:

*One point I want to make is if a child gets moved they will be going from a wonderful facility to another wonderful facility. There are a lot of positives to each of the schools. Your children, wherever they end up, will be well served. We do not like having to make these decisions but it is a necessary part of our mandate, to serve all of our students. I thank all of you for your attendance this evening and your passionate input. It is your input that will help us make our final decision.*

Dan Cuvillo, Loretto:

*Why can't we just keep everyone here? If there are only 40-80 kids leaving here they will have no friends. Why can't we keep everyone happy and just keep them here. Be patient and allow development to happen. Send new out of boundary students to Carmel and then we don't have to move anyone. It will take a year to two to happen.*

Trustee Burtnik:

*So you are saying basically status quo? The status quo reflects a bigger problem and further growth here if we do nothing.*

Dan Cuvillo, Loretto:

*If we are patient when all those homes fill up then Our Lady of Mount Carmel will be full. It saves kids from being taken from this school.*

Amy Malvaso, Loretto:

*We should explore a little further just asking parents if they are interested, or will consider leaving Loretto. We know this is going to be a touchy subject. Already tonight we had two parents speak up and entertain this option, maybe there is group of parents interested. We should explore that and see where we go from there. Maybe we only get two parents, but who knows.*

Trustee Nieuwesteeg:

*Great thought. Did not think of that. Through school council if you could get this message to the parents.*

Paula Wilms, Loretto:

*This is to take effect next September right? When will the decision be made?*

Trustee Nieuwesteeg:

*The final recommendation will go to the Board in January.*

Dave Woods, Loretto:

*Are the slides available on the website?*

Superintendent Farrell:

*They will be up tomorrow*

#### **F. COMMENTS/INPUT/FEEDBACK**

#### **G. FUTURE ACTION**

Superintendent Farrell outlined upcoming meeting dates and highlighted the three upcoming Public Meetings dedicated to receiving public input. Committee Meetings are open for the public to attend.

#### **H. ADJOURNMENT**

**Moved** by Trustee Nieuwesteeg

**THAT** the Ad Hoc Attendance Area Review Committee Meeting for the Saint Michael Catholic and Saint Paul Catholic Elementary and Secondary Family of Schools of November 9, 2016 be adjourned.

**CARRIED**

This meeting was adjourned at 9:30 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
NOVEMBER 22, 2016**

***PUBLIC SESSION***

**TITLE: APPROVED MINUTES OF THE SAINT MICHAEL AND  
SAINT PAUL CATHOLIC ELEMENTARY AND SECONDARY  
FAMILY OF SCHOOLS AD HOC PUBLIC MEETING OF  
NOVEMBER 10, 2016**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the Approved Minutes of the Saint Michael and Saint Paul Catholic Elementary and Secondary Family of Schools Ad Hoc Public Meeting of November 10, 2016, as presented for information.





*“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.”*

**MINUTES**

**Saint Michael Catholic and Saint Paul Catholic Elementary and Secondary  
Family of Schools**

**Ad Hoc Attendance Area Review Committee**

Loretto Catholic Elementary School, Our Lady of Mount Carmel Catholic  
Elementary School  
and Father Hennepin Catholic Elementary School

**November 10, 2016  
7:00 p.m.**

**OUR LADY OF MOUNT CARMEL CATHOLIC ELEMENTARY SCHOOL**

Minutes of Ad Hoc Attendance Area Review Committee Meeting for the Saint Michael Catholic and Saint Paul Catholic Elementary and Secondary Family of Schools of November 10, 2016 at 7:00 p.m. at Loretto Catholic Elementary School.

The meeting was called to order at 7:00 p.m. by Trustee Nieuwesteeg.

**A. ROUTINE MATTERS**

**1. Opening Prayer**

The opening prayer was led by Ted Farrell, Superintendent of Education.

**2. Roll Call and Attendance**

<b>Committee Members</b>		<b>Present</b>	<b>Excused</b>	<b>Absent</b>
Kathy Burtnik	Trustee	x		
Frank Fera	Trustee		x	
Ed Nieuwesteeg	Trustee	x		

<b>Resources to Committee</b>		<b>Present</b>	<b>Excused</b>	<b>Absent</b>
Ted Farrell	Superintendent of Education	x		
Scott Whitwell	Controller of Facilities Services	x		
Kathy Levinski	Manager of Facilities Services	x		
Mary Gallardi	Recording Secretary	x		
Antonio Cardamone	Principal - Loretto Catholic		x	

<b>Resources to Committee</b>		<b>Present</b>	<b>Excused</b>	<b>Absent</b>
Amanda Cybula	Principal - Father Hennepin		X	
Elizabeth Davey	Principal - Our Lady of Mount Carmel	X		
CSC Chair/Co-Chair	Loretto Catholic			X
CSC Chair/Co-Chair	Father Hennepin			X
CSC Chair/Co-Chair	Our Lady of Mount Carmel	X		

The following staff were also in attendance:

Mark Lefebvre, Family of Schools Superintendent of Education; Christopher Moscato, Vice-Principal, Loretto Catholic Elementary School; Ken Griepsma, Principal, Saint Michael Catholic High School.

10 members of the public also attended and signed the attendance to the meeting.

#### **B. TERMS OF REFERENCE**

Superintendent Farrell presented the Terms of Reference for information. It was noted that the Terms of Reference initially suggested to “consider the impact of moving the French Immersion Program from Notre Dame.” Following public consultation on the issue, the decision was that the program would remain at Notre Dame Catholic Elementary School.

#### **C. MEETING SCHEDULE**

Superintendent Farrell presented the Meeting Schedule for information.

#### **D. BACKGROUND INFORMATION**

Kathy Levinski and Superintendent Farrell provided background information pertaining to the identified schools in the Attendance Area Review from the June 21, 2016 Board Report: Father Hennepin Catholic Elementary School, Loretto Catholic Elementary School and Our Lady of Mount Carmel Catholic Elementary School.

The current boundaries map for each school were shared in addition to the potential students living in each elementary school boundary.

A catchment summary for Loretto Catholic, Father Hennepin and Our Lady of Mount Carmel was provided showing potential students who are currently attending a Niagara Catholic school. Also included was information on out of boundary students.

Enrolment Projections were reviewed for each of the three schools.

An Education Development Charge, which is used to purchase land and develop school sites, was reviewed as it relates to south Niagara Falls.

An Education Development Charge is available to the Board to purchase land and develop the site.

Kathy Levinski reviewed the areas that are being planned for development in south Niagara Falls:

- The Garner South Plan has approximately 2700 units approved by the city of Niagara Falls. The area is projected to result in close to 400 students attending a Niagara Catholic Elementary School.
- The Oldfield subdivision was reviewed. The area is currently split between Our Lady of Mount Carmel Catholic Elementary School and Father Hennepin Catholic Elementary School.
- Thundering Waters is in the early planning stages and will ultimately affect enrolment in both the Father Hennepin and Our Lady of Mount Carmel boundary areas.

## **E. ATTENDANCE AREA OPTIONS FOR CONSIDERATION**

### **Option 1 – Status Quo**

Vice-Principal Moscato presented the current issues at Loretto Catholic;  
Principal Davey presented the current issues at Our Lady of Mount Carmel Catholic Elementary School;  
Superintendent Farrell presented the current issues at Father Hennepin Catholic Elementary School;

Kathy Levinski spoke about the child care program at Loretto and Father Hennepin. Kathy encouraged parents to sign up and let your needs be known with respect to before and after child care.

### **Comments/Input/Feedback:**

Josie Cuviallo, Loretto:

*I also attended last night's meeting and I have spoken with neighbours that have experienced going back and forth between Our Lady of Mount Carmel and Loretto. In 2012, why were we not told that you would bus our children to Our Lady of Mount Carmel? Now my child is in grade 5 we will have to uproot our children. Is there something we can do to allow our children to stay at Loretto and the new ones coming into the area have them bussed to the other schools? Why now are we going to have these children moved and upset them?*

Superintendent Farrell:

*We do have tremendous pressure at Loretto Catholic and the effect of adding students was foreseeable. However, for every 3 students coming into Loretto Catholic there are 2 going out. Principal Cardamone and Vice-Principal Moscato have indicated that it is a very safe school. As far as grandfathering, we are taking all the suggestions and meeting again as a committee on Tuesday to discuss all suggestions and options.*

Trustee Burtnik:

*Just for clarity, when you mention my area, does your area get transportation right now or is it a walking zone?*

Josie CuvIELLO, Loretto:

*Yes they are getting transportation. I'm in that E1 or Charnwood area. What I'm saying is that, in 2012, if they said we are almost at capacity and recommended we go to Our Lady of Mount Carmel or else come a few years you will have to change schools I would not have done that to my son or daughter, that is not in my children's best interest. I do receive a bus but I'm saying that the kids that were already there received a bus to Loretto and mine could have received one to Our Lady of Mount Carmel. I would not have minded that. The issue is the fact that now they are in the higher grades and you want to change boundaries.*

Trustee Burtnik:

*I understand, I'm looking for clarity on your suggestion so that we can take it into consideration.*

Josie CuvIELLO, Loretto:

*I know it doesn't sound right but it doesn't sound right to me to move children from one school that is booming to other schools that are not as full in order to fill them up so that we can build a new school in another area. What I'm saying is having kids that are going to Loretto Catholic now bussed to Our Lady of Mount Carmel, sounds a little silly. To have two buses going to two different schools is silly. I just feel everything can develop around you and you can see Loretto students that will be going to the new school.*

Trustee Burtnik:

*Thank you for the clarity.*

Superintendent Farrell:

*You mentioned area E1. We are getting to the areas now for those of you who did not attend last night.*

## **Option 2 – Area E1 to Our Lady of Mount Carmel**

Superintendent Farrell presented Option 2.

### **Comments/Input/Feedback:**

Unnamed Speaker, Loretto:

*Do you have detailed maps with the streets that are affected that include the street names?*

Superintendent Farrell:

*The E1 area includes Lundy's Lane, Montrose, Westwood, Charnwood, Kalar Road.*

Trustee Burtnik:

*Because no decision has been made your child may or may not be affected.*

Alexandria Attree, Loretto:

*So what they are telling you is not set in stone. The reason we are here is to hear all the options and we make suggestions that they take back to the Committee meeting which we are allowed to go to. They can then sit down and say this is what was said by the parents and discuss what the options are and figure out what is the best solution. There are six options and then you can make a seventh option. This is probably what happened in 2012 they took feedback and went from there. One beautiful thing about Niagara Catholic is that they work with us, So this is the thing, we don't need to get upset, they are saying there is a school in need that needs relief and there are two other schools that give the relief. Please come to the meetings because they need to hear you.*

Charles Baker, Loretto:

*My son is diagnosed with autism and he has transition issues. Part of the reason we kept our son at Loretto was because of the Boys and Girls Club and he has been successful on the bus. Transitions can be huge for him. Parents are worried about our kids being able to adapt or adjust to our needs. Kids will surprise us. They adapt better than we do. They have new students in different classes every year and they adapt. The school and the classroom teachers adapt and make things work. We need to focus a lot less on whether we can adapt and more on what the schools can offer and what the board can offer. I live in Imagine and it's a two minute drive. With respect to special needs at the Catholic Board do they have the model at other schools? Will the services be same for these kids? Are these issues at the Catholic Board identical or similar to the public board? You take in non-catholic and out of boundary students we needed permission for both for our child. Are these things that you would stop granting acceptance for by restricting those?*

Superintendent Farrell:

*As far as students with special needs, we provide a similar model at each of our schools which is based on student need. As students migrate from school to school those needs are examined on a school by school basis annually so that students receive the same level of service. We cannot promise the same Educational Assistant but we do promise the same quality of education.*

*As far as whether the pressure is identical at the other board, we have ten portables at Loretto and there is one at Kate S. Durdan. Similar enrolment pressure but not to the same extent. At Forestview there are at least five portables. Niagara Falls is the place to be. Families want to move here.*

*In regard to your out of boundary comment and religion, the request is based on the unique needs that the family presents in meeting with the Principal. Following that meeting, with the support of the Principal the request and that is passed on to Superintendent Lefebvre. On a go-forward basis, we can look at the out of boundary.*

Angela Lubocki, Loretto:

*I have 2 children in EI and they walk to and from school every day. They are too close to get a bus and now are you are saying we are too far from Loretto to stay? There are other kids in that area that take a bus.*

Superintendent Farrell:

*Is the suggestion that we isolate EI to include only the bussed students?*

Angela Lubocki, Loretto:

*I'm just saying that we are so close and moving them would affect child care. We live in that area because we love the school, one child is in Grade 8 and another in Grade 5. Not to mention that my parents moved into the neighbourhood. They are so close.*

Trustee Burtnik:

*We have broken it down on that map to show what the impact would be. The suggestion is that the the walkers stay at Loretto so that they won't be bussed. We have it down and will look into that that suggestion.*

Angie Bertone, Loretto:

*I'm in the same area as Angela and my kids walk as well. It just seems to me that it looks like it's just in with the new out with the old, so the kids living on the old side get shipped out. Why can't the new kids coming in be bussed out as they won't be affected as opposed to our kids being uprooted? Mine are going into Grade 8 and Grade 5, to have to them move is very upsetting. They are very happy at Loretto.*

Trustee Nieuwesteeg:

*Valid consideration. Please keep in mind the options being presented tonight are not a final list of options. We could have had seven or eight options. Nothing is etched in stone. This is not an easy process to go through and any time a child is affected and parents are upset we are concerned. We are not trying to solve a problem at the expense of your child or someone else's child.*

*We are trying to alleviate the issues at all schools. If I said to you we are leaving it status quo and there are going to be 900 kids a Loretto in the next three years, your children would not be any better served by us allowing that problem to continue to grow. We are going to look at a full range of options, bussing, taking kids, potential walkers, bussers, out of boundary students, exceptions and we are going to look at all of those things. This is an open process. We do this because that is what Niagara Catholic does. We try our very best to do our best for all kids that are affected by this decision. Unfortunately it is a fact of life and we have to deal with it. Your patience and understanding as we go through this process is greatly appreciated.*

Charles Baker, Loretto:

*With new subdivisions coming in, in terms are the pressure on the builders, is there an obligation that requires that if you want to keep building here then you need to build a new school? Is there a projected date for a new school to be built?*

Trustee Nieuwesteeg:

*Are you referring to the Education Development Charge that homeowners will have to pay in new developments? That is part of what we as a Board implemented in June, 2015 with the idea that as the population increased in these areas there will be a need for a new school. There is no current timeline as we first have to demonstrate to the Ministry of Education that we have balanced the enrolment across the neighbouring schools. The Ministry will not consider a request until we balance it out. No specific timeline. We have to get our ducks in a row.*

Trustee Burtnik:

*Can I just get clarity with the statement that was made, out with the old, in with the new. What area are you referring to?*

Angie Bertone:

*The Charnwood area in E1 are older homes.*

Trustee Burtnik:

*So E1 in your mind is the old?*

Angie Bertone:

*It's a more established neighbourhood.*

### **Option 3 – Areas E1 + E2 (A&B) to Our Lady of Mount Carmel**

Superintendent Farrell presented Option 3.

#### **Comments/Input/Feedback:**

Alexandria Attree, Loretto:

*For this particular option, instead of doing all of E1 and E2, why don't you do it so you include only those students who currently receive a bus. Take all the bussers from E1 and E2 and allow them to bus to Our Lady of Mount Carmel and allow the walkers in E1 and E2 to continue to go to Loretto?*

Superintendent Farrell:

*Very reasonable suggestion.*

Trustee Nieuwesteeg:

*As we move through you will see another option that addresses the point that you just addressed.*

**Option 4 – Areas E1 + E2B to Our Lady of Mount Carmel**

**Comments/Input/Feedback:**

No questions on this scenario

**Option 5 – All Out of Boundary Students Attending Loretto Catholic Returned to Home Schools**

**Comments/Input/Feedback:**

Alexandria Attree, Loretto:

*The last grandfather option makes sense but you have to consider, my one daughter is in grade 3 and other in grade 1 one would be affected, you would have to add in siblings to the policy. If it is going to keep going up and up and up, it will affect them. My one daughter does not like change, the ones in ELKP will be fine. They will make new friends.*

Superintendent Farrell:

*We always consider how difficult this is for the children and parents. Any move would include a solid transition plan for students. For students coming into new schools and meeting strangers, the strangers will quickly become friends.*

Alexandria Attree, Loretto:

*It's not like my children will be affected by this as we live in another area, so my kids may be going to a new school with new friends; but people that live in these 3 areas will probably have friends that will be going to a new school as well. It is an option that, as a parent, I would consider.*

**Option 6 - Students bussed greater than 1.6 km from Loretto Catholic in areas W1 + E1 + E2 (A&B) to Our Lady of Mount Carmel**

**Comments/Input/Feedback:**

No questions on this scenario

**Option 7 – Open Option Discussion**

**Comments/Input/Feedback:**

Alexandria Attree, Loretto:



*I think it should be if you are within walking distance you should stay and if you are bussed you go to Our Lady of Mount Carmel. If you are out of bounds and already going to Loretto Catholic you get grandfathered in but if you are new then you go to Our Lady of Mount Carmel.*

Trustee Nieuwesteeg:

*At the end of the day when you look at all these options it will probably be a hybrid, I think. It won't just be one option. Everything is on the table.*

Charles Baker, Loretto:

*What is the capacity at Saint Michael Catholic High School? What is the projected enrolment at the high school?*

Trustee Nieuwesteeg:

*I'll direct that to Mr. Griepsma.*

Principal Griepsma:

*I'm new to the school, don't have raw numbers in front of me but will bring to the next meeting.*

Charles Baker, Loretto:

*Okay. I guess why I am asking is because among the 3 schools what is the percentage of students in those 3 schools do Grade 7 and 8 students represent? Is there space there to move them to a middle school. I've only known Loretto and what Loretto offers. I think a lot of the families from Loretto don't know what the other schools offer like the two periods of gym here and music. Why do I think this is the lesser of the schools? If I knew what this school offered I would be more likely to say ok I'll drive the extra five minutes or he can take an extra ten minutes on the bus.*

Trustee Nieuwesteeg:

*Thank you for that point. There will be a very strong transition plan for any student that moves. Open Houses are an opportunity to see what each school offers. We had St. Joseph, Niagara Falls close and the students there were sent to three different schools. There was a very strong transition plan. We don't want parents to feel that their child will land on the doorstep of a different school and be lost.*

Charles Baker, Loretto:

*I know my kid will adapt. I think parents need to understand that this is what we have to do in order to have our kids better served. This point needs to be made. That message needs to be addressed. As a parent I understand that.*

Trustee Nieuwesteeg:

*I like the point that kids will adapt; kids seem to adapt better than the parents do. These kids are very resilient. Parents sweat all the details for all the right reasons but I think once the kids get to their new school they will adapt.*

Vice-Principal, Moscato:

*Loretto does have instrumental music at the school delivered by an itinerant arts teacher. Music is just not taught in a designated room.*

Tanya Fusco, Father Hennepin:

*When I was a student this happened to myself and I started at one school and got shipped away in grade 2 and I think I turned out fine. For parents it's a lot harder to adapt.*

Alexandria Attree, Loretto:

*We actually belong to St. Vincent de Paul. Is there a comparison chart to let all parents know what all schools offer? Is there an ability to know how many times a week students get physed? Is there a chapel? etc. This was an eye opener to me when you compared the schools.*

Superintendent Farrell:

*Be assured that each of our of our 49 elementary schools is excellent.*

Trustee Burtnik:

*In every one of our Catholic Elementary schools whether it has 600 students or 100 the students are blessed by the staff that lead it. I would be hesitant to start comparing our schools. As far as the special education and programming you wouldn't know the difference between schools in St. Catharines, Thorold, Grimsby, any school in Niagara Falls. It is all Niagara Catholic. We care about kids first and their Catholic Education.*

*This facility comparison was to demonstrate the real on the ground impact of the 160% overcapacity at Loretto Catholic. The solution to this problem in your minds shouldn't be don't do it to me, do it to someone else. We are not protecting our own self interest. We are thinking of the broader Catholic Community. Trustee Fera, Trustee Nieuwesteeg and myself, all of us up here, we are charged with finding a solution that will help us balance the enrolment in south Niagara Falls so that when the time comes we will be ready to build a new school where it needs to be and we will fill those spaces and address the enrolment pressures that way. So the goal of this isn't to build a new school. The goal of this is to make sure Loretto can continue to offer what they need to offer. That this school can be closer to the 100% or a little over. A lot of our schools are a little over and that's good news. That's the best thing that can happen to us is to have overcapacity at all of our schools and have portables because everybody wants Catholic Education.*

Charles Baker, Loretto:

*Would there be room at the high school for the grade 7 and 8 students and would that be the best thing for the children?*

Principal Griepsma:

*There are two issues with that. First, would there be room at Saint Michael based on current projections and, second, even if space was available is that the best thing to do for the children from a pedagogical or community perspective. We wouldn't even get to step two there because in step one, although there was a major addition done a couple years ago the school itself is essentially full. Projections for the growth in that area are very high for the next five to seven years. This growth will impact the high school and it is highly unlikely that we would be able to absorb these students.*

Charles Baker, Loretto:

*Maybe take one of the other two schools and make a middle school with the Grade 7 and 8 students. Would a middle school make a difference?*

Superintendent Farrell:

*That suggestion came up last night as well. One of the things articulated in the Long Term Accommodation Plan is that the preferred model for schools in Niagara Catholic has ELKP-Grade 8 for elementary and Grade 9-12 for secondary. With respect to Saint Michael, the on-the-ground capacity is for 950 students. Projections indicate that two years down the road we will be full. We currently have a lot of people moving into the area which we expect to continue. At the outset of this process, staff did consider moving Grade 7 and 8 students into Saint Michael, but it just won't work.*

Charles Baker, Loretto:

*There were specialized programs when I went to school. Are there any such programs in this board that might help shift students into other schools?*

Superintendent Farrell:

*We don't have schools that offer regional programming to attract students in the Arts, for example. We don't subscribe to that model.*

Unnamed Speaker - Loretto:

*Have Cardinal Newman or St. Vincent de Paul reached capacity? It's easier for me to get my kids there than to my home school.*

Superintendent Farrell:

*Cardinal Newman is at capacity, St. Vincent de Paul is not. As far as out of bounds, there is a process families go through, each case is considered on an individual basis.*

Charles Baker, Loretto:

*Financially what is the bottom line between the six options? How different are all 6 options cost wise?*

Trustee Nieuwesteeg:

*The biggest cost would be transportation.*

Superintendent Farrell:

*There are some additional costs that could be saved with a reduction in portables. They are costly to maintain due to the time for cleaners to go outside and between the rooms. As well you have a steady stream of students in the warmer weather, from the portables, going to the water fountain and students going inside to use the washrooms. This requires almost a cleaner at Loretto essentially be stationed between the water fountain and the bathroom on the first floor. As well, when we fill the schools up the per pupil cost of running the school is reduced.*

Trustee Nieuwesteeg

*Any other suggestions you want to make can be sent by email to [nfaar@ncdsb.com](mailto:nfaar@ncdsb.com). Thank you on behalf of committee and choosing Niagara Catholic for your children. Parents like you help make our schools better.*

**F. COMMENTS/INPUT/FEEDBACK**

**G. FUTURE ACTION**

November 15 - Committee Meeting  
 November 28 - Public Meeting at Saint Michael  
 December 6 - Committee meeting  
 December 14 - Public Meeting followed by Committee meeting  
 January 17 - CW Meeting  
 January 31 - Board Meeting

**H. ADJOURNMENT**

**Moved** by Trustee Burtnik  
**THAT** the Ad Hoc Attendance Area Review Committee Meeting for the Saint Michael Catholic and Saint Paul Catholic Elementary and Secondary Family of Schools of November 10, 2016 be adjourned.  
**CARRIED**

This meeting was adjourned at 9:03 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
NOVEMBER 22, 2016**

***PUBLIC SESSION***

**TITLE: APPOINTMENT OF COMMUNITY REPRESENTATIVE(S)  
TO THE NIAGARA CATHOLIC PARENT INVOLVEMENT  
COMMITTEE 2016-2017**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the appointment of the following community members to serve as Community Representatives on the NCPIC for the 2016-2017 term:

Leone Strilec-St. Catharines Diocesan Council for Development and Peace (Appendix A) Shelley Gilbert-St. Vincent de Paul Society (Appendix B)

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

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

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

Date: November 22, 2016



**REPORT TO THE BOARD**  
**November 22, 2016**

**APPOINTMENT OF COMMUNITY REPRESENTATIVE(S) TO THE NIAGARA  
CATHOLIC PARENT INVOLVEMENT COMMITTEE**  
**2016-2017**

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The composition of the Niagara Catholic Parent Involvement Committee membership includes Community Representatives.

In the Education Act O.Reg. 330/10 School Councils and Parent Involvement Committees Part III, Composition of Committees, Transition S. 32 (3) subsection 4 states that in regards to community representatives that the Board shall appoint the following people to the committee:

“The number of community representatives, up to three (3), the board determines appropriate.”

The Niagara Catholic Parent Involvement Committee Policy No. 800.7 states that the composition of the Niagara Catholic Parent Involvement Committee shall include the following:

- The number of Community Representatives as specified in the By-Laws of the Niagara Catholic Parent Involvement Committee.

The Niagara Catholic Parent Involvement Committee By-Laws state that the membership will include:

- Up to three (3) community representatives will be appointed to the committee who are voting members.

The following letters of reference have been received for the position of Community Representative on the Niagara Catholic Parent Involvement Committee.

Leone Strilec-St. Catharines Diocesan Council for Development and Peace-Appendix A

Shelley Gilbert-St. Vincent de Paul Society-Appendix b

**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the appointment of the following community members to serve as Community Representatives on the NCPIC for the 2016-2017 term:

Leone Strilec-St. Catharines Diocesan Council For Development and Peace (Appendix A)

Shelley Gilbert –St. Vincent de Paul Society (Appendix B)

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

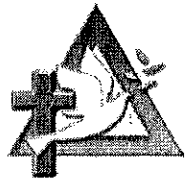
Presented by: Lee Ann Forsyth-Sells, Superintendent of Education

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

Date: November 22, 2016



Application for Community Representative  
Niagara Catholic Parent Involvement Committee 2016-2017



Date: June 16, 2016  
Name: Leone Strilec  
Address: 4-6753 O'Neil St., NF., ON  
Phone No.: 905 325 8824  
Agency/Organization: Development and Peace

Brief Biography: Retired Teacher - 20 years at Saint Michael  
Catholic High School  
Currently, co-chair of the St. Catharines  
Diocesan Council for Development and  
Peace

Please send to: Catholic Education Centre  
427 Rice Road  
Welland, ON  
L3C 7C1  
**Attention: Yvonne Anderson**  
or e-mail [yvonne.anderson@ncdsb.com](mailto:yvonne.anderson@ncdsb.com)

Complete applications received by 4:00 p.m. EST. on Thursday, September 15, 2016 will be considered.

*Received  
June 16, 2016  
10:00 a.m.*

June 13, 2016  
5701 MacPherson Cres  
Niagara Falls, ON  
L2J 1Z9

Fr. Paul MacNeil  
Chair of the Board  
NCDSB  
Catholic Education Centre  
427 Rice Road  
Welland, ON L3C 7C1

On behalf of the St Catharines Diocesan Council for Development and Peace, I would once again like to recommend Leone Strilec as a community representative on the Niagara Catholic Parent Involvement Committee. Leone represented Development and Peace on the committee last year. Since her retirement, she has been active with the diocesan council of Development and Peace as our education co-ordinator, working closely with the high school chaplains and students on our annual education campaign, and is taking on the role of co-chair this year. As such, she is in an ideal position to represent the community on the Parent Involvement Committee for 2016-17.

Sincerely,  
Frank Fohr, Co-chair  
St Catharines Diocesan Council for Development and Peace



Received  
10:00 a.m.  
Sept. 6, 2016

Date: August 25 2016

Name: Shelley Gilbert

Address: 208 Rykert St

Phone No.: 905-329-8568

Agency/Organization: Society of St. Vincent de Paul.

Brief Biography:

I am active member of St. Mary of the Assumption <sup>church</sup> Member of St. Anthony School Parent Council as a community Rep. Member of Society of St. Vincent de Paul (President of Society of St. Vincent de Paul for all of the Niagara Region - Niagara falls - Welland - Fort Erie - Crystal beach - St. Catharines) Been a member of NPIC for the last couple of years as a community Rep.

August 22, 2016.

To Whom It May Concern

Shelley Gilbert, a close friend and fellow Vincentian has told me of her desire to once again be a Community Representative for the Society of St. Vincent de Paul with the Niagara Parent Involvement Committee. Within the Society of St. Vincent de Paul, Shelley has held many positions and presently is the Central Council President responsible for ensuring that all Vincentians live the Gospel message by serving Christ in the poor with love, respect, justice and joy. Shelley is always willing to pitch in and offer assistance whenever and wherever needed and she does so with great joy and a desire to see change. It is my belief that Shelley will be a valuable asset to the committee and will represent the Society of St. Vincent de Paul as a true Vincentian living the Gospel message. Should you wish to speak with me further please feel free to contact me at 905-684-4784 or 289-241-2004.

Sincerely ,

Louise Librock

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
NOVEMBER 22, 2016**

***PUBLIC SESSION***

**TITLE: EXTENDED OVERNIGHT FIELD TRIP, EXCURSION AND  
EXCHANGE APPROVAL COMMITTEE 2016 - 2017**

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The Extended Overnight Field Trip, Excursion and Exchange Approval Committee  
2016-2017 report is presented for information.

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Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintendent of Education

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

Date: November 22, 2016



## **REPORT TO THE BOARD November 22, 2016**

### **EXTENDED OVERNIGHT FIELD TRIP, EXCURSION AND EXCHANGE APPROVAL COMMITTEE 2016 - 2017**

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#### **BACKGROUND INFORMATION**

The Extended Overnight Field Trip, Excursion and Exchange Approval Committee continues to review proposals for 2016-2017 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	-	Ken Griepsma
1 Elementary School Principal	-	Steve Ward
1 Program Department Consultant	-	Jennifer Pirosko

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 2016-2017 Extended Overnight Field Trip as submitted on Tuesday, November 22, 2016. (Appendix A)

The Extended Overnight Field Trip, Excursion and Exchange Approval Committee 2016-2017  
report is presented for information.

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Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintended of Education

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

Date: November 22, 2016

## EXECUTIVE SUMMARY

*Appendix A*

### Extended Overnight Field Trip, Excursion and Exchange Committee Approval – 2016-2017

SCHOOL	TYPE	APPROVAL REQUIRED	DESTINATION	CURRICULUM UNIT/THEME	EDUCATION VALUE	DATE	NUMBER OF STUDENTS, STAFF & CHAPERONES ON TRIP	DURATION	COST (APPROX)	TRANS-PORTATION
Saint Paul Catholic High School	Extended Overnight Field Trip	Superintendent and Extended Overnight Field Trip Committee	Orlando, Florida, USA	2017 School World Cheerleading Championships (Walt Disney World Resort)	Members of the Cheerleading team will feel a sense of belonging to a team. They will experience being informed about, engaged with, and empowered to participate in a world championship cheerleading competition.	Thursday, February 9 to Tuesday, February 14, 2017.	16 students 1 staff 2 chaperones (self paid)	6 days 5 nights 4 school days	\$345.64 – 4 day Hopper Pass, championship party, round trip to and from airport in Orlando, transportation to all scheduled events, hotel, all competition fees, round trip airfare, all competition fees, taxes and gratuities  \$300.00 spending money	Air, ground transportation
Saint Paul Catholic High School	Extended Overnight Field Trip	Superintendent and Extended Overnight Field Trip Committee	New York City, New York, USA	History, Arts	Students will experience viewing historical sites, be part of a Broadway work shop, learn about architecture and attend a mass at Saint Patrick Cathedral	Tuesday, May 9 to Saturday May 13, 2017	50 Students 3 Staff 2 chaperones (self paid)	4 days 3 nights 4 school days	\$775.00 – Transportation, accommodations with breakfast, Broadway show, all tours, taxes, gratuities  Personal Spending Money	Coach bus

**EXECUTIVE SUMMARY**

*Appendix A*

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

<p>Saint Michael Catholic High School</p>	<p>Extended Overnight Field Trip</p>	<p>Superintendent and Extended Overnight Field Trip Committee</p>	<p>New York City, New York, USA</p>	<p>Multicultural, historic and artistic exploration of New York City</p>	<p>Students will gain a better understanding and appreciation of the multicultural diversity of North America in order to develop a tolerance and respect for other cultures. They will develop their cultural awareness through exposure to arts and drama and learn about historical events that still impact on our globalized world. Students will have the potential to deepen their faith dimension.</p>	<p>Tuesday, April 25 to Saturday, April 29, 2017</p>	<p>45 students 3 staff</p>	<p>5 days 4 nights 4 school days</p>	<p>\$928.00 – All transportation, accommodations, 4 breakfasts, 4 dinners, entrance to museums, attractions, Broadway play.  \$75.00 – All Inclusive Travel Protection Plan</p>	<p>Coach bus</p>
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**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
NOVEMBER 22, 2016**

***PUBLIC SESSION***

**TITLE: SCHOOL EXCELLENCE PROGRAM  
MOTHER TERESA**

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The School Excellence Program report is presented for information.

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Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

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

Date: November 22, 2016





## SCHOOL EXCELLENCE PROGRAM MOTHER TERESA

### Contact Info

125 First Street Louth  
St. Catharines, ON  
L2R 6P9  
ph: 905.682.6862  
fx: 905.682.9038  
[mother.teresa@ncdsb.com](mailto:mother.teresa@ncdsb.com)

### Grades

ELKP – 8

### Enrolment

299 as of September 2015

### Principal

Margaret Marion

### Superintendent

Yolanda Baldasaro

### Catholic School Council

Chair: Kathy Neudorf

### Parish

[Star of the Sea](#)



The doors of Mother Teresa opened in September 2005 to relieve the enrolment pressures experienced at St. Ann and St. Anthony Schools in the West end of St. Catharines.

The Board approved the name of Mother Teresa Catholic Elementary School to honour the memory of Mother Teresa of Calcutta. The Official Blessing and opening ceremony took place on October 6, 2005. His Excellency (Most Rev.) James M. Wingle D.D., Bishop of St. Catharines, officiated.

Our community is focused on helping one another to have a fantastic journey while we are connected to Mother Teresa Catholic. Our community family celebrates, challenges and nurtures our students, staff and one another. We have a strong spiritual and social justice focus as we continue to develop our future leaders. The members of our Catholic School Council are huge supporters of all the various activities and events that the school is involved in at the local and international level. This group of dynamic parents and staff exchange ideas on a regular basis and always seek input from our community.

Mother Teresa Catholic Elementary School is a part of the [Saint Francis Catholic Secondary School](#) Family of Schools.

#### School Mission Statement

*"It is not how much we do but how much we love... that makes our offering something beautiful to God" Mother Teresa*

#### School Motto

*"MT is the place to be!"*

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

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

Date: November 22, 2016

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
NOVEMBER 22, 2016**

***PUBLIC SESSION***

**TITLE: AUDITED CONSOLIDATED FINANCIAL STATEMENTS  
2015-2016**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Audited Consolidated Financial Statements 2015-2016, as presented.

---

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Prepared by: Mark Palumbi, CPA, CA Crawford, Smith and Swallow Chartered Accountants LLP  
Giancarlo Vetrone, Superintendent of Business and Financial Services

Presented by: Audit Committee  
Mark Palumbi, CPA, CA Crawford, Smith and Swallow Chartered Accountants LLP

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

Date: November 22, 2016



## **REPORT TO THE BOARD NOVEMBER 22, 2016**

### **AUDITED CONSOLIDATED FINANCIAL STATEMENTS 2015-2016**

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#### **BACKGROUND INFORMATION**

Each year all publically funded school boards are required to submit Audited Consolidated Financial statements and related forms to the Ministry of Education. As required by the Ministry of Education, the external Auditors have presented the 2015-2016 Audited Consolidated Financial Statements to the Audit Committee on November 18, 2016.

The consolidated financial statements have been prepared in accordance with Financial Administration Act supplemented by Ontario Ministry of Education memorandum 2004:B2 and Ontario Regulation 395/11 of the Financial Administration Act.

The 2015-2016 Audited Consolidated Financial Statements operating surplus is \$1,257,278. However, the total accumulated surplus available for Ministry compliance purposes is \$307,807. Board Administration and Governance continues to be non-compliant by approximately \$620,935.

The 2015-2016 Audited Consolidated Financial Statements and related schedules have been submitted to the Ministry of Education on November 16, 2016.

A copy of the final Draft of the 2015-2016 Audited Consolidated Financial Statements and the related Audit letters are hereby attached for the review of the Trustees. (Appendix A)

After review and discussion, the members of the Audit Committee recommended that the 2015-2016 Audited Consolidated Financial Statements be approved by the Board.

Appendix B – NCDSB Post Audit Letter

Appendix C – NCDSB Management Letter

**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Audited Consolidated Financial Statements 2015-2016, as presented.

---

Prepared by: Mark Palumbi, CPA, CA Crawford, Smith and Swallow Chartered Accountants LLP  
Giancarlo Vetrone, Superintendent of Business and Financial Services

Presented by: Audit Committee  
Mark Palumbi, CPA, CA Crawford, Smith and Swallow Chartered Accountants LLP

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

Date: November 22, 2016

*crawford  
smith &  
swallow*

**NIAGARA CATHOLIC DISTRICT  
SCHOOL BOARD**

**Consolidated Financial Statements**

**August 31, 2016**

**DRAFT**

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**

**Consolidated Financial Statements**

**August 31, 2016**

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# **NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**

## **MANAGEMENT REPORT**

**August 31, 2016**

---

The accompanying consolidated financial statements of the Niagara Catholic District School Board (the "Board") are the responsibility of the Board's management and have been prepared in accordance with the Financial Administration Act, supplemented by Ontario Ministry of Education memorandum 2004:B2 and Ontario Regulation 395/11 of the Financial Administration Act, as described in Note 1(a) to the consolidated financial statements.

The preparation of consolidated financial statements necessarily involves the use of estimates based on management's judgement, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

Board management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management.

The Board meets with management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the consolidated financial statements.

The consolidated financial statements have been audited by Crawford, Smith and Swallow Chartered Accountants LLP, independent external auditors appointed by the Board. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the Board's consolidated financial statements.

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Director of Education/  
Secretary Treasurer  
Mr. John Crocco  
November XX, 2016

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Superintendent of Business  
and Financial Services  
Mr. Giancarlo Vetrone  
November XX, 2016

Crawford, Smith and Swallow  
Chartered Accountants LLP

4741 Queen Street  
Niagara Falls, Ontario  
L2E 2M2  
Telephone (905) 356-4200  
Telecopier (905) 356-3410

**crawford  
smith &  
swallow**

Offices in:  
Niagara Falls, Ontario  
St. Catharines, Ontario  
Fort Erie, Ontario  
Niagara-on-the-Lake, Ontario  
Port Colborne, Ontario

## INDEPENDENT AUDITORS' REPORT

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To the Board of Trustees of the  
Niagara Catholic District School Board

We have audited the accompanying consolidated financial statements of the Niagara Catholic District School Board, which comprise the consolidated statement of financial position as at August 31, 2016, the consolidated statements of operations and accumulated surplus, cash flows and change in net debt for the year then ended and a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Consolidated Financial Statements*

Management is responsible for the preparation of these consolidated financial statements in accordance with the basis of accounting described in Note 1(a) to the consolidated financial statements, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditors' Responsibility*

Our responsibility is to express an opinion on these consolidated financial statements based on our audits. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.



We believe that the audit evidence we have obtained in our audit is sufficient and appropriate to provide a basis for our audit opinion.

*Opinion*

In our opinion, the consolidated financial statements of the Niagara Catholic District School Board as at and for the year ended August 31, 2016 are prepared, in all material respects, in accordance with the basis of accounting described in Note 1(a) to the consolidated financial statements.

*Emphasis of Matter*

Without modifying our opinion, we draw attention to Note 1(a) to the consolidated financial statements which describes the basis of accounting used in the preparation of these consolidated financial statements and the significant differences between such basis of accounting and Canadian public sector accounting standards.

Niagara Falls, Ontario  
November XX, 2016

CRAWFORD, SMITH AND SWALLOW  
CHARTERED ACCOUNTANTS LLP  
LICENSED PUBLIC ACCOUNTANTS

DRAFT

# NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

## CONSOLIDATED STATEMENT OF FINANCIAL POSITION

August 31, 2016

	2016 \$	2015 \$
<b>Financial Assets</b>		
Cash	22,446,983	17,109,380
Accounts receivable	7,689,394	10,249,652
Accounts receivable - Province of Ontario approved capital - note 2	70,586,125	72,746,779
Assets held for sale - note 3	1,471,116	-
	102,193,618	100,105,811
<b>Contingent Liabilities - note 14</b>		
<b>Financial Liabilities</b>		
Accounts payable and accrued liabilities	16,030,889	11,550,230
Deferred revenue - note 4	8,250,467	7,623,797
Employee future benefits - note 5	9,497,751	10,189,041
Net long-term liabilities and capital leases- note 6	74,056,018	78,796,272
Deferred capital contributions - note 7	172,995,333	173,248,564
	280,830,458	281,407,904
<b>Net Debt</b>	(178,636,840)	(181,302,093)
<b>Non-Financial Assets</b>		
Tangible capital assets - schedule 1	189,005,870	190,488,702
Prepaid expenses	859,625	784,768
	189,865,495	191,273,470
<b>Accumulated Surplus - note 8</b>	<b>11,228,655</b>	<b>9,971,377</b>

Signed on behalf of the Board:

\_\_\_\_\_ Chairperson of the Board

\_\_\_\_\_ Director of Education/Secretary Treasurer

See accompanying notes

# NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

## CONSOLIDATED STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS

for the year ended August 31, 2016

	Budget \$	2016 \$	2015 \$
<b>Revenues</b>			
Provincial legislative grants	241,931,289	240,885,948	238,524,055
Provincial grants - other	3,144,915	4,529,789	4,993,496
Federal grants and fees	381,156	386,535	397,436
Other fees and revenue	2,933,000	3,198,778	3,137,516
Investment income	266,681	229,658	260,418
School fundraising	8,372,100	8,251,253	8,374,730
Amortization of deferred capital contributions	10,935,876	10,624,110	9,668,826
Deferred capital contributions funding of loss on disposal of tangible capital assets		11,055	-
	267,965,017	268,117,126	265,356,477
<b>Expenditures</b>			
Instruction	202,808,950	203,958,818	204,114,156
Administration	7,429,860	8,134,441	8,287,114
Transportation	9,520,800	9,416,753	9,821,210
Pupil accommodation	38,246,821	36,989,128	36,540,414
Other operating expenses	117,487	117,487	117,487
School funded activities	8,372,100	8,243,221	8,430,727
	266,496,018	266,859,848	267,311,108
<b>Annual Surplus (Deficit)</b>	1,468,999	1,257,278	(1,954,631)
<b>Accumulated Surplus, Beginning of Year</b>	9,971,377	9,971,377	11,926,008
<b>Accumulated Surplus, End of Year</b>	<b>11,440,376</b>	<b>11,228,655</b>	<b>9,971,377</b>

See accompanying notes

# NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

## CONSOLIDATED STATEMENT OF CASH FLOWS

for the year ended August 31, 2016

	2016 \$	2015 \$
<b>Operations</b>		
Annual surplus (deficit)	1,257,278	(1,954,631)
Sources (Uses)		
Change in accounts receivable	2,560,258	(1,849,509)
Change in accounts receivable - Province of Ontario approved capital	2,160,654	9,295,527
Change in prepaid expenses	(74,857)	(374,138)
Change in accounts payable and accrued liabilities	4,480,659	(1,924,123)
Change in deferred revenue	626,670	(1,366,012)
Change in employee future benefits	(691,290)	(690,764)
	9,062,094	3,090,981
Non-cash charges to operations		
Amortization of tangible capital assets	11,019,100	10,068,004
Loss on disposal of tangible capital assets	11,055	-
Amortization of deferred capital contributions	(10,624,110)	(9,668,826)
	406,045	399,178
Net increase in cash from operations	10,725,417	1,535,528
<b>Capital</b>		
Acquisition of tangible capital assets	(11,018,439)	(11,620,345)
Proceeds on disposal of tangible capital assets	-	-
Net additions to deferred capital contributions	10,370,879	13,119,269
Net increase (decrease) in cash from capital	(647,560)	1,498,924
<b>Financing</b>		
Debt and capital lease issued	79,366	212,018
Debt repayments and sinking fund contributions	(4,819,620)	(4,531,059)
Net decrease in cash from financing	(4,740,254)	(4,319,041)
<b>Increase (Decrease) in Cash Position</b>	<b>5,337,603</b>	<b>(1,284,589)</b>
<b>Cash Position, Beginning of Year</b>	<b>17,109,380</b>	<b>18,393,969</b>
<b>Cash Position, End of Year</b>	<b>22,446,983</b>	<b>17,109,380</b>

See accompanying notes

## NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

### CONSOLIDATED STATEMENT OF CHANGE IN NET DEBT

for the year ended August 31, 2016

	2016 \$	2015 \$
<b>Annual Surplus (Deficit)</b>	1,257,278	(1,954,631)
<b>Acquisition of Tangible Capital Assets</b>	(11,018,439)	(11,620,345)
<b>Amortization of Tangible Capital Assets</b>	11,019,100	10,068,004
<b>Loss on Disposal of Tangible Capital Assets</b>	11,055	-
<b>Reclassification of Tangible Capital Assets to Assets Held for Sale</b>	1,471,116	-
<b>Change in Prepaid Expenses</b>	(74,857)	(374,138)
<b>(Increase) Decrease in Net Debt</b>	2,665,253	(3,881,110)
<b>Net Debt, Beginning of Year</b>	(181,302,093)	(177,420,983)
<b>Net Debt, End of Year</b>	<b>(178,636,840)</b>	<b>(181,302,093)</b>

See accompanying notes

# NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

for the year ended August 31, 2016

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### 1. Significant Accounting Policies

The consolidated financial statements are prepared by management in accordance with the basis of accounting described below.

#### (a) Basis of accounting

The consolidated financial statements have been prepared in accordance with the Financial Administration Act supplemented by Ontario Ministry of Education memorandum 2004:B2 and Ontario Regulation 395/11 of the Financial Administration Act.

The Financial Administration Act requires that the consolidated financial statements be prepared in accordance with the accounting principles determined by the relevant Ministry of the Province of Ontario. A directive was provided by the Ontario Ministry of Education within memorandum 2004:B2 requiring school boards to adopt Canadian public sector accounting standards commencing with their year ended August 31, 2004 and that changes may be required to the application of these standards as a result of regulation.

In 2011, the government passed Ontario Regulation 395/11 of the Financial Administration Act. The Regulation requires that contributions received or receivable for the acquisition or development of depreciable tangible capital assets and contributions of depreciable tangible capital assets for use in providing services, be recorded as deferred capital contributions and be recognized as revenue in the consolidated statement of operations and accumulated surplus over the periods during which the asset is used to provide service at the same rate that amortization is recognized in respect to the related asset. The regulation further requires that if the net book value of the depreciable tangible capital asset is reduced for any reason other than depreciation, a proportionate reduction of the deferred capital contribution along with a proportionate increase in revenue be recognized. For Ontario school boards, these contributions include government transfers, externally restricted contributions and, historically, property tax revenue.

The accounting policy requirements under Regulation 395/11 are significantly different from the requirements of Canadian public sector accounting standards which requires that:

- government transfers, which do not contain a stipulation that creates a liability, be recognized as revenue by the recipient when approved by the transferor and the eligibility criteria have been met in accordance with Canadian public sector accounting standard PS3410;
- externally restricted contributions be recognized as revenue in the period in which the resources are used for the purpose or purposes specified in accordance with Canadian public sector accounting standard PS3100; and
- property taxation revenue be reported as revenue when received or receivable in accordance with Canadian public sector accounting standard PS3510.

# NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

for the year ended August 31, 2016

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### 1. Significant Accounting Policies - continued

#### (a) Basis of accounting - continued

As a result, revenue recognized in the consolidated statement of operations and accumulated surplus and certain related deferred revenues and deferred capital contributions would be recorded differently under Canadian public sector accounting standards.

#### (b) Reporting entity

The consolidated financial statements reflect the assets, liabilities, revenues and expenses of the reporting entity. The reporting entity is comprised of all organizations accountable for the administration of their financial affairs and resources to the Board and which are controlled by the Board.

School generated funds, which include assets, liabilities, revenues and expenses of various organizations that exist at the school level and which are controlled by the Board are reflected in the consolidated financial statements.

The following entities are consolidated with the Board:

Niagara Student Transportation Services Consortium  
School Generated Funds

Interdepartmental and inter-organizational transactions and balances between these organizations are eliminated.

#### (c) Trust funds

Trust funds and their related operations administered by the Board are not included in the consolidated financial statements as they are not controlled by the Board.

# NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

for the year ended August 31, 2016

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### 1. Significant Accounting Policies - continued

#### (d) Tangible capital assets

Tangible capital assets are recorded at historical cost less accumulated amortization. Historical cost includes amounts that are directly attributable to the acquisition, construction, development or betterment of the asset, as well as interest related to financing during construction. When historical cost records were not available, other methods were used to estimate the costs and accumulated amortization.

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

Tangible capital assets, except land, are amortized on a straight line basis over their estimated useful lives as follows:

<u>Asset Class</u>	<u>Period</u>	<u>Basis</u>
General Assets		
Land	- NIL	
Land improvements	- 15 years	straight line
Buildings	- 40 years	straight line
Portable structures	- 20 years	straight line
Equipment	- 5-15 years	straight line
First-time equipping	- 10 years	straight line
Furniture	- 10 years	straight line
Computer hardware	- 5 years	straight line
Computer software	- 5 years	straight line
Vehicles	- 5 years	straight line

Assets under construction and assets that relate to pre-acquisition and pre-construction costs are not amortized until the asset is available for productive use.

Land permanently removed from service and held for resale is recorded at the lower of cost and estimated net realizable value. Cost includes amounts for improvements to prepare the land for sale or servicing. Buildings permanently removed from service and held for resale cease to be amortized and are recorded at the lower of carrying value and estimated net realizable value. Tangible capital assets which meet the criteria for financial assets are reclassified as "assets held for sale" on the consolidated statements of financial position.

Works of art and cultural and historic assets are not recorded as assets in these consolidated financial statements.



# NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

for the year ended August 31, 2016

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### 1. Significant Accounting Policies - continued

#### (e) Deferred revenue

Certain amounts are received pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs or in the delivery of specific services and transactions. These amounts are recognized as revenue in the fiscal year the related expenditures are incurred or services performed.

#### (f) Deferred capital contributions

Contributions received or receivable for the purpose of acquiring or developing a depreciable tangible capital asset for use in providing services, or any contributions in the form of depreciable tangible assets received or receivable for use in providing services, are recognized as deferred capital contributions as defined in Ontario Regulation 395/11 of the Financial Administration Act. These amounts are recognized as revenue at the same rate as the related tangible capital asset is amortized:

- government transfers received or receivable for capital purpose;
- other restricted contributions received or receivable for capital purpose;
- property taxation which were historically used to fund capital assets.

#### (g) Retirement and other employee future benefits

The Board provides defined retirement and other future benefits to specified employee groups. These benefits include pension, health care benefits, dental benefits, retirement gratuity, workers' compensation and long-term disability benefits. The Board has adopted the following policies with respect to accounting for these employee benefits:

- (i) The costs of self-insured retirement and other employee future benefit plans are actuarially determined using management's best estimate of salary escalation, accumulated sick days during employment and at retirement, insurance and health care cost trends, disability recovery rates, long-term inflation rates and discount rates. The cost of retirement gratuities are actuarially determined using the employee's salary, banked sick days and years of service as at August 31, 2012 and management's best estimate of discount rates. Any actuarial gains and losses arising from changes to the discount rate are amortized over the expected average remaining service life of the employee group.

# NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

for the year ended August 31, 2016

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### 1. Significant Accounting Policies - continued

#### (g) Retirement and other employee future benefits - continued

For self-insured retirement and other employee future benefits that vest or accumulate over the periods of service provided by the employees, such as health care benefits for retirees or retirement gratuities, the cost is actuarially determined using projected benefits method prorated on service. Under this method, the benefit costs are recognized over the expected average service life of the employee group.

For those self-insured benefit obligations that arise from specific events that occur from time to time, such as obligations for workers' compensation, long-term disability and life insurance and health care benefits for those on disability leave, the cost is recognized immediately in the period the events occur. Any actuarial gains and losses that are related to these benefits are recognized immediately in the period they arise.

- (ii) The costs of multi-employer defined pension plan benefits, such as the Ontario Municipal Employees Retirement System pensions, are the employer's contributions due to the plan in the period.
- (iii) The costs of insured benefits are the employer's portion of insurance premiums owed for coverage of employees during the period.

#### (h) Government transfers

Government transfers, which include legislative grants, are recognized in the consolidated financial statements in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amount can be made. If government transfers contain stipulations which give rise to a liability, they are deferred and recognized in revenue when stipulations are met.

Government transfers for capital that meet the definition of a liability are referred to as deferred capital contributions ("DCC"). Amounts are recognized into revenue as the liability is extinguished over the useful life of the asset.

#### (i) Investment income

Investment income is reported as revenue in the period earned.

When required by the funding government or related Act, investment income earned on externally restricted funds such as pupil accommodation, education development charges and special education forms part of the respective deferred revenue balances.

#### (j) Long-term debt

Long-term debt is recorded net of related sinking fund assets.

# NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

for the year ended August 31, 2016

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### 1. Significant Accounting Policies - continued

#### (k) Budget figures

Budget figures have been provided for comparison purposes and have been derived from the budget approved by the Trustees. The budget approved by the Trustees is developed in accordance with the provincially mandated funding model for school boards and is used to manage program spending within the guidelines of the funding model. The budget figures are unaudited.

#### (l) Use of estimates

The preparation of consolidated financial statements in conformity with the basis of accounting described in Note 1(a) requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenues and expenses during the year. Accounts subject to significant estimates include accounts receivable, accounts receivable - Province of Ontario, accounts payable and accrued liabilities and employee future benefits. Actual results could differ from these estimates.

#### (m) Property Tax Revenue

Under Canadian public sector accounting standards, the entity that determines and sets the tax levy records the revenue in the financial statements, which in the case of the Board, is the Province of Ontario. As a result, property tax revenue received from municipalities is recorded as part of Provincial Legislative Grants.

### 2. Accounts Receivable - Province of Ontario

The Province of Ontario (the "Province") replaced variable capital funding with a one-time debt support grant in 2009-10. The Board received a one-time grant that recognized capital debt as of August 31, 2010 that was supported by the existing capital programs. The Board receives this grant in cash over the remaining term of the existing capital debt instruments. The Board may also receive yearly capital grants to support capital programs which would be reflected in this account receivable.

The Board has an accounts receivable from the Province of \$ 70,586,125 as at August 31, 2016 (2015 - \$ 72,746,779) with respect to capital grants.

### 3. Assets Held for Sale

As of August 31, 2016, net book values of \$ 618,477 related to buildings and \$ 852,639 related to land were reclassified from tangible capital assets to assets held for sale.

# NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

for the year ended August 31, 2016

### 4. Deferred Revenue

Revenues received and that have been set aside for specific purposes by legislation, regulation or agreement are included in deferred revenue and reported on the consolidated statement of financial position.

Deferred revenue set-aside for specific purposes by legislation, regulation or agreement as at August 31, 2016 is comprised of:

	Balance, as at August 31, 2015 \$	Externally Restricted Revenue and Investment Income \$	Revenue recognized in the period \$	Transfers to deferred capital contributions Revenue \$	Balance, as at August 31, 2016 \$
Retrofitting school spaces for child care	1,698,990	-	-	-	1,698,990
Proceeds of disposition	857,036	-	(207,518)	-	649,518
Assets held for sale	-	618,477	-	-	618,477
Education development charges	3,208	293,140	(170,878)	-	125,470
Land sale deposits	-	105,000	-	-	105,000
Mental health leader	25,874	119,832	(95,978)	-	49,728
Special education	1,739,135	799,322	(524,287)	-	2,014,170
Energy efficient schools - operating	10,522	-	-	-	10,522
Energy efficient schools - capital	272,200	-	-	(20,710)	251,490
School renewal	1,246,954	3,983,297	(1,111,998)	(2,489,130)	1,629,123
School condition improvement	443,171	-	-	(443,171)	-
Education Programs - Other	857,351	3,352,780	(3,337,938)	(344,894)	527,299
Tuition	335,441	1,020,126	(1,069,341)	-	286,226
Miscellaneous	133,915	167,903	(17,364)	-	284,454
<b>Total deferred revenue</b>	<b>7,623,797</b>	<b>10,459,877</b>	<b>(6,535,302)</b>	<b>(3,297,905)</b>	<b>8,250,467</b>

# NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

for the year ended August 31, 2016

### 5. Employee Future Benefits

	2016	2015
	\$	\$
Retirement gratuities	4,901,206	6,145,436
Retirement health care benefits	132,118	189,528
Long-term disability health care benefits	2,671,813	2,077,787
WSIB - Schedule II future liability	1,657,453	1,669,257
Compensated absences	135,161	107,033
	<b>9,497,751</b>	<b>10,189,041</b>

#### Ontario Teachers' Pension Plan

Teachers and related employee groups are eligible to be members of Ontario Teachers' Pension Plan. Employer contributions for these employees are provided directly by the Province of Ontario. The pension costs and obligations related to this plan are a direct responsibility of the Province. Accordingly, no costs or liabilities related to this plan are included in the Board's consolidated financial statements.

#### Ontario Municipal Employees Retirement System

All non-teaching employees of the Board are eligible to be members of the Ontario Municipal Employees Retirement System ("OMERS"), a multi-employer pension plan. The plan provides defined pension benefits to employees based on their length of service and rates of pay. The Board contributions equal the employee contributions to the plan. During the year ended August 31, 2016, the Board contributed \$ 3,499,229 (2015 - \$ 3,508,621) to the plan. As this is a multi-employer pension plan, these contributions are the Board's pension benefit expenses. No pension liability for this type of plan is included in the Board's consolidated financial statements.

#### Retirement Gratuities

The Board provides retirement gratuities to certain groups of employees hired prior to specified dates. The Board provides these benefits through an unfunded defined benefit plan. The benefit costs and liabilities related to this plan are included in the Board's consolidated financial statements. The amount of the gratuities payable to eligible employees at retirement is based on their salary, accumulated sick days, and years of service as at August 31, 2012.

During 2015-16, OECTA and CUPE ratified agreements at the central level, which included a voluntary retirement gratuity early payout provision. The provision provided OECTA and CUPE members the option of receiving a discounted frozen retirement gratuity benefit payment by August 31, 2016 (or the first pay period in September 2016 for CUPE).

This provision was also made available to all non-unionized school board employees, including principals and vice-principals. These payments were made by August 31, 2016.

#### Retirement Gratuities- Continued

# NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

for the year ended August 31, 2016

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### 5. Employee Future Benefits - continued

Some employees took the early payouts, which were discounted from current carrying values. As a result, the reduction in the liability for those members who took the voluntary retirement gratuity early payout option was accompanied by actuarial gains in the Board's 2015-16 consolidated financial statements. This resulted in the Board's employee future benefit liability decreasing by \$ 745,916.

As at August 31, 2016, an unamortized actuarial loss of \$ 525,531 exists. This amount is being amortized over the expected average remaining service lives of several employee groups. The actual obligation is \$ 5,426,737.

#### Retirement Health Care Benefits

The Board continues to provide dental and health care benefits to certain employee groups after retirement until the members reach 65 years of age. The premiums are based on the Board's experience and retirees' premiums are subsidized by the Board. The benefit costs and liabilities related to this plan are provided through an unfunded defined benefit plan and are included in the Board's consolidated financial statements. Effective September 1, 2013, employees retiring on or after this date, no longer qualified for Board subsidized premiums or contributions. As at August 31, 2016, the actual obligation is \$ 132,118.

#### Long-Term Disability Health Care Benefits

The Board provides dental and health care benefits to employees on long-term disability leave. The Board is responsible for the payment of the costs of health care benefits under this plan. The Board provides these benefits through an unfunded defined benefit plan. The costs of salary compensation paid to employees on long-term disability leave are fully insured and not included in this plan. As at August 31, 2016, the actual obligation is \$ 2,671,813.

#### WSIB - Schedule II Future Liability

The Board is a Schedule II employer under the Workplace Safety and Insurance Act and, as such, assumes responsibility for the payment of all claims to its injured workers under the Act. The Board does not fund these obligations in advance of payments made under the Act. The benefit costs and liabilities related to this plan are included in the Board's consolidated financial statements. Plan changes made in 2012 require school boards to provide salary top-up to a maximum of four and one-half years for employees receiving payments from WSIB, where the previously negotiated collective agreement included such provision. As at August 31, 2016, the actual obligation is \$ 1,657,453. A reserve has been established for this liability. The balance as at August 31, 2016 is \$ 928,687 (2015 - \$ 928,687).

# NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

for the year ended August 31, 2016

### 5. Employee Future Benefits - continued

#### Compensated Absences

As a result of changes made in 2013 to the short-term sick leave and disability plan, a maximum of 11 unused sick leave days from the current year may be carried forward into the following year only, to be used to top-up salary for illnesses paid through the short-term leave and disability plan in that year. The net benefit costs expensed in the consolidated financial statements are \$ 28,128 (2015 - \$ 2,100).

For accounting purposes, the valuation of the accrued benefit obligation for the sick leave top-up is based on actuarial assumptions about future events determined as at August 31, 2015 and is based on the average daily salary and banked sick days of employees as at August 31, 2015.

As at August 31, 2016, the actual obligation is \$ 135,161.

#### Retirement gratuities:

	2016 \$	2015 \$
Employee benefit plan assets	-	-
Employee benefit plan liabilities	4,901,206	6,145,436
Employee benefit plan deficit	<b>4,901,206</b>	<b>6,145,436</b>

	2016 \$	2015 \$
Accrued benefit obligation, beginning of year	6,145,436	6,771,449
Benefit cost and interest	146,950	182,246
Amortized loss	30,241	2,160
Benefits paid during the year	(1,419,085)	(810,419)
Change due to plan curtailment	(2,336)	-
Accrued benefit obligation, end of year	<b>4,901,206</b>	<b>6,145,436</b>

# NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

for the year ended August 31, 2016

### 5. Employee Future Benefits - continued

Retirement health care benefits:

	2016 \$	2015 \$
Employee benefit plan assets	-	-
Employee benefit plan liabilities	132,118	189,528
Employee benefit plan deficit	<b>132,118</b>	<b>189,528</b>

	2016 \$	2015 \$
Accrued benefit obligation, beginning of year	189,528	226,576
Benefit cost and interest	4,047	5,798
Amortized loss (gain)	(12,729)	3,445
Benefits paid during the year	(48,728)	(46,291)
Accrued benefit obligation, end of year	<b>132,118</b>	<b>189,528</b>

Long-term disability health care benefits:

	2016 \$	2015 \$
Employee benefit plan assets	-	-
Employee benefit plan liabilities	2,671,813	2,077,787
Employee benefit plan deficit	<b>2,671,813</b>	<b>2,077,787</b>

	2016 \$	2015 \$
Accrued benefit obligation, beginning of year	2,077,787	2,466,573
Benefit cost and interest expense (recovery)	838,474	(151,962)
Benefits paid during the year	(244,448)	(236,824)
Accrued benefit obligation, end of year	<b>2,671,813</b>	<b>2,077,787</b>



# NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

for the year ended August 31, 2016

### 5. Employee Future Benefits - continued

WSIB Schedule II future liability:

	2016 \$	2015 \$
Employee benefit plan assets	-	-
Employee benefit plan liabilities	1,657,453	1,669,257
Employee benefit plan deficit	<b>1,657,453</b>	<b>1,669,257</b>

	2016 \$	2015 \$
Accrued benefit obligation, beginning of year	1,669,257	1,310,274
Benefit cost and interest	266,729	784,089
Benefits paid during the year	(278,533)	(425,106)
Accrued benefit obligation, end of year	<b>1,657,453</b>	<b>1,669,257</b>

Compensated absences:

	2016 \$	2015 \$
Employee benefit plan assets	-	-
Employee benefit plan liabilities	135,161	107,033
Employee benefit plan deficit	<b>135,161</b>	<b>107,033</b>

	2016 \$	2015 \$
Accrued benefit obligation, beginning of year	107,033	104,933
Benefit cost and interest	135,161	107,033
Amortized loss	84,179	-
Benefits paid during the year	(191,212)	(104,933)
Accrued benefit obligation, end of year	<b>135,161</b>	<b>107,033</b>

# NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

for the year ended August 31, 2016

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### 5. Employee Future Benefits - continued

#### Actuarial Assumptions

The accrued benefit obligations for employee future benefit plans as at August 31, 2016 are based on the most recent actuarial valuations completed for accounting purposes. These valuations take into account the plan changes outlined above and the economic assumptions used in the valuations are the Board's best estimates of expected rates of:

**General Inflation** - Future general inflation levels were assumed to be 1.5% (2015 - 1.5%).

**Interest (Discount) Rate** - The present value of future liabilities and the expense were determined using a discount rate of 2.05% (2015 - 2.45%).

**Wage and Salary Escalation** - There is no salary increase assumption required as the benefit is based on August 31, 2012 salaries.

#### Benefit Plan Future Changes

Currently the Board provides health, dental and life insurance benefits for certain employees and retired individuals and has assumed liability for payment of benefits under these plans. As part of ratified labour collective agreements for unionized employees that bargain centrally and ratified central discussions with the principals and vice-principals associations, Employee Life and Health Trusts ("ELHT's") will be established in 2016-17 for the following employee groups: OECTA, CUPE and non-unionized employees including principals and vice-principals. The ELHT's will provide health, life and dental benefits to teachers (excluding daily occasional teachers), education workers (excluding casual and temporary staff), other school board staff and retired individuals up to a school board's participation date into the ELHT. These benefits will be provided through a joint governance structure between the bargaining/employee groups, school board trustees associations and the Government of Ontario. Starting February 1, 2017 for OECTA and by August 31, 2017 for all other groups, the Board will no longer be responsible to provide benefits to the above mentioned groups. The Board will transfer to the ELHT's an amount per full-time equivalency ("FTE") based on 2014-15 actual benefit costs +8.16% representing inflationary increases for 2015-16 and 2016-17. In addition, the Ministry of Education will provide an additional \$ 300 per FTE. These amounts will then be transferred to the ELHT for the provision of employee and retiree benefits.

# NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

for the year ended August 31, 2016

### 6. Net Long-Term Liabilities and Capital Leases

Debenture debt and capital lease debt reported on the consolidated statement of financial position comprises of the following:

	2016 \$	2015 \$
Unmatured debenture debt	72,034,279	76,713,658
Sinking fund debentures	2,729,430	2,729,430
Obligations under capital leases	94,842	61,700
Less: Sinking fund assets	(802,533)	(708,516)
	<b>74,056,018</b>	<b>78,796,272</b>

The net long-term debt outstanding bears interest at annual rates ranging from 2.425% to 6.55% maturing between 2017 and 2036. Principal and interest payments relating to net debenture debt and capital leases of \$ 74,056,018 outstanding as at August 31, 2016 are due as follow:

	Principal and Sinking Fund Contributions \$	Interest \$	Capital Lease Payments \$	Total \$
2017	3,690,494	3,860,498	45,084	7,596,076
2018	6,614,095	3,579,273	15,841	10,209,209
2019	3,616,550	3,287,182	16,575	6,920,307
2020	4,433,353	3,060,945	17,342	7,511,640
2021	4,671,418	2,822,451	-	7,493,869
Thereafter	50,935,266	14,383,276	-	65,318,542
	<b>73,961,176</b>	<b>30,993,625</b>	<b>94,842</b>	<b>105,049,643</b>

Included in net debenture debt are outstanding sinking fund debentures of \$ 2,729,430 (2015 - \$ 2,729,430) secured by sinking fund assets with a carrying value of \$ 802,533 (market value - \$ 802,533). Sinking fund assets are comprised of bank deposits.

# NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

for the year ended August 31, 2016

### 7. Deferred Capital Contributions

Deferred capital contributions include grants and contributions received that are used for the acquisition of tangible capital assets in accordance with Regulation 395/11 that have been expended by year end. These contributions are amortized into revenue over the life of the asset acquired.

	2016 \$	2015 \$
Balance, beginning of year	173,248,564	169,798,121
Additions to deferred capital contributions	10,330,246	11,426,534
Recognition of deferred revenue related to prior eligible capital expenses	117,718	1,693,828
Revenue recognized in the period	(10,624,110)	(9,668,826)
Unsupported capital spending	(77,085)	(1,093)
<b>Balance, end of year</b>	<b>172,995,333</b>	<b>173,248,564</b>

### 8. Accumulated Surplus

	2016 \$	2015 \$
Available for Compliance Operating fund	266,047	(301,039)
Available for Compliance - Internally Appropriated WSIB	928,687	928,687
Capital planning capacity - unspent	152,613	150,672
Committed sinking fund interest	665,780	654,427
Pupil accommodation	109,871	109,871
Committed capital	6,505,117	6,777,690
	8,362,068	8,621,347
Unavailable for Compliance		
Amounts to be recovered - employee future benefits	(7,852,529)	(8,652,723)
Interest accrued	(1,239,481)	(1,322,066)
School activities fund	2,137,839	2,129,807
Revenues recognized for land purchases	9,554,711	9,496,051
	2,600,540	1,651,069
<b>Total</b>	<b>11,228,655</b>	<b>9,971,377</b>

# NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

for the year ended August 31, 2016

### 9. Trust Funds

Trust Funds administered by the Board, which have not been included on the consolidated statement of financial position nor have their operations been included on the consolidated statement of operations and accumulated surplus, are comprised of the following:

	2016 \$	2015 \$
Larkin Award Fund	16,801	14,045
Kristen French Scholarship Fund	121,744	123,827
Marion Oakley Fund	5,651	5,601
Nicole Longe Memorial Fund	6,236	6,378
James and Anna McGarry	8,196	8,222
Teachers Finance Leave Plan	1,460,239	1,665,112
Michael and Isabelle Moran	49,599	50,150
Hugo and Corrinne Massotti	53,596	53,613
	<b>1,722,062</b>	<b>1,926,948</b>

### 10. Debt Charges and Capital Lease Interest

The expenditure for debt charges and capital lease interest includes principal, sinking fund contributions and interest payments as follows:

	2016 \$	2015 \$
Principal payments on long-term capital loans and sinking fund contributions	4,773,408	4,497,740
Interest payments on long-term capital loans	4,040,489	4,308,547
	<b>8,813,897</b>	<b>8,806,287</b>

The expenditure for capital leases is allocated to the related expenditure category. The total principal, sinking fund contributions and interest payments for capital leases are as follows:

	2016 \$	2015 \$
Principal payments on capital leases	46,212	33,319
Interest payments on capital leases	4,719	2,604
	<b>50,931</b>	<b>35,923</b>

# NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

for the year ended August 31, 2016

### 11. Expenditures by Object

The following is a summary of the expenses reported on the consolidated statement of operations and accumulated surplus by object:

	2016 \$	2015 \$
Current expenditures:		
Salaries and wages	181,274,780	182,469,432
Employee benefits	29,979,806	29,486,046
Staff development	539,344	393,664
Supplies and services	19,249,632	19,399,223
Interest	4,045,208	4,311,151
Rental expenditures	557,354	570,334
Fee and contract services	11,940,348	12,182,527
	247,586,472	248,812,377
Amortization of tangible capital assets	11,019,100	10,068,004
Loss on disposal of tangible capital assets	11,055	-
School funded activities	8,243,221	8,430,727
Total expenditures by object	<b>266,859,848</b>	<b>267,311,108</b>

### 12. Ontario School Board Insurance Exchange

The Board is a member of the Ontario School Board Insurance Exchange ("OSBIE"), a reciprocal insurance company licensed under the Insurance Act. OSBIE insures general public liability, property damage and certain other risks. Liability insurance is available to a maximum of \$ 24,000,000 per occurrence.

The ultimate premiums over a five year period are based on the reciprocal's and the Board's actual claims experience. Periodically, the Board may receive a refund or be asked to pay an additional premium based on its pro-rata share of claims experience. The current five year term expires December 31, 2016.

### 13. Related Party Transactions

Related party transactions during the year not separately disclosed in the consolidated financial statements include the following:

An amount of \$ 215,357 has been received from the Niagara Foundation for Catholic Education and recorded net of related expenditures.

# NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

for the year ended August 31, 2016

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### 14. Contractual Obligations and Contingent Liabilities

#### Legal

As at August 31, 2016, the Board has certain legal claims outstanding. It is management's assertion that adequate insurance coverages are in effect for the settlement of these claims, if necessary.

#### Letters of Credit

The Board has authorized letters of credit in favour of the City of Welland in the amount of \$ 88,000, the City of St. Catharines in the amount of \$ 120,914, the Township of West Lincoln in the amount of \$ 1,051,732, the City of Niagara Falls in the amount of \$ 20,000, and the Town of Port Colborne in the amount of \$ 314,749. All of these letters of credit relate to site plan deposits. These letters of credit are covered under the security as described under credit facilities in note 16.

### 15. Commitments

#### Capital Expenditures

The Board is committed to spending approximately \$ 24,000,000 on capital projects in the following year.

#### Lease Obligations

The Board is committed to make the following minimum future lease payments under several operating leases over the next five years:

	\$
2017 -	1,227,557
2018 -	406,355
2019 -	133,015
2020 -	71,719
2021 -	3

### 16. Credit Facilities

The Board has two facilities available at any time for use. Credit facility #1 is a revolving demand operating credit available in the amount of \$ 12,000,000 for use for current expenditures only and bears interest at prime less 0.5%. Credit facility #2 is a revolving demand instalment loan in the amount of \$ 500,000 to finance capital expenditures which would bear interest at prime. Further, the Board has a \$ 230,000 Corporate VISA and \$ 900,000 VISA purchase card credit facility available. As at August 31, 2016, no balance has been drawn upon by way of a bank overdraft against credit facility #1 and \$ 1,910,597 by way of letters of credit as per note 14 against credit facility #1 and no balance against credit facility #2. Security is by way of executed by-laws in compliance with applicable legislative requirements.

# NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

for the year ended August 31, 2016

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### 17. Niagara Student Transportation Services Consortium

On March 6, 2007, the Board entered into an agreement with the District School Board of Niagara ("DSBN") to provide common administration of student transportation services. On March 9, 2007, Niagara Student Transportation Services ("NSTS") was incorporated under the Corporations Act of Ontario. Each Board participates in the shared costs associated with this service for the transportation of their respective students through NSTS. No Board is in a position to exercise unilateral control.

The entity is proportionately consolidated in the Board's consolidated financial statements to reflect the Board's pro-rata share of assets, liabilities, revenues and expenses. Inter-organizational transactions and balances between these organizations are eliminated.

DRAFT



# NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

## SCHEDULE OF TANGIBLE CAPITAL ASSETS

Schedule 1

for the year ended August 31, 2016

	Cost			Accumulated Amortization			Balance, End of Year	Net Book Value
	Balance, Beginning of Year	Additions	Disposals	Balance, End of Year	Balance, Beginning of Year	Amortization		
	\$	\$	\$	\$	\$	\$	\$	\$
Land	9,496,050	58,660	852,639	8,702,071	-	-	-	8,702,071
Land improvements	9,149,764	1,153,351	329,734	9,973,381	2,547,385	633,238	318,679	7,111,437
Buildings	259,295,590	10,507,315	1,625,908	268,176,997	93,730,055	9,371,666	1,007,431	166,082,707
Portable structures	4,019,800	-	-	4,019,800	3,614,894	202,990	-	201,916
Equipment	1,112,327	104,759	500,127	716,959	814,048	169,846	500,127	233,192
First-time equipping	1,608,650	87,721	132,330	1,564,041	456,764	158,567	132,330	1,081,040
Furniture	71,651	34,295	8,973	96,973	30,601	10,984	8,973	64,361
Computer hardware	2,273,555	588,457	1,453,119	1,408,893	1,655,781	389,229	1,453,119	817,002
Computer software	130,277	-	-	130,277	90,130	17,154	-	22,993
Vehicles	168,813	70,713	-	239,526	77,940	38,486	-	123,100
Computers under capital lease	95,019	79,366	-	174,385	9,502	26,940	-	137,943
Construction in progress	6,094,306	3,667,897	5,334,095	4,428,108	-	-	-	4,428,108
<b>August 31, 2016</b>	<b>293,515,802</b>	<b>16,352,534</b>	<b>10,236,925</b>	<b>299,631,411</b>	<b>103,027,100</b>	<b>11,019,100</b>	<b>3,420,659</b>	<b>189,005,870</b>
Land	9,302,241	193,809	-	9,496,050	-	-	-	9,496,050
Land improvements	7,014,841	2,134,923	-	9,149,764	2,011,578	535,807	-	6,602,379
Buildings	243,448,129	15,847,461	-	259,295,590	85,342,257	8,387,798	-	165,565,535
Portable structures	4,019,800	-	-	4,019,800	3,411,903	202,991	-	404,906
Equipment	1,188,914	54,873	131,460	1,112,327	728,466	217,042	131,460	298,279
First-time equipping	1,790,042	420,323	601,715	1,608,650	888,544	169,935	601,715	1,151,886
Furniture	63,267	8,384	-	71,651	24,693	5,908	-	41,050
Computer hardware	2,415,762	190,158	332,365	2,273,555	1,519,215	468,931	332,365	617,774
Computer software	217,088	29,453	116,264	130,277	171,660	34,734	116,264	40,147
Vehicles	184,730	37,844	53,761	168,813	96,345	35,356	53,761	90,873
Computers under Capital Lease	-	95,019	-	95,019	-	9,502	-	85,517
Construction in progress	13,486,208	5,588,978	12,980,880	6,094,306	-	-	-	6,094,306
<b>August 31, 2015</b>	<b>283,131,022</b>	<b>24,601,225</b>	<b>14,216,445</b>	<b>293,515,802</b>	<b>94,194,661</b>	<b>10,068,004</b>	<b>1,235,565</b>	<b>190,488,702</b>

See accompanying notes

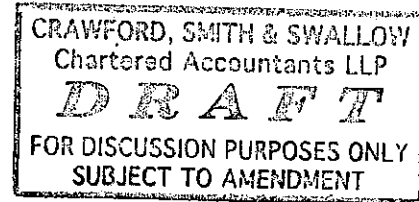
Crawford, Smith and Swallow  
Chartered Accountants LLP

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Fort Erie, Ontario  
Niagara-on-the-Lake, Ontario  
Port Colborne, Ontario

*crawford  
smith &  
swallow*

November 22, 2016



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

Dear Members of the Board of Trustees:

The following is the communication of matters arising from the audit of Niagara Catholic District School Board for the year ended August 31, 2016 required under Canadian Auditing Standards 260 and 265 of the CPA Canada Handbook. This list is not meant to be all-inclusive, nor in any way to restrict the communication of other matters.

### **Completion of External Audit**

The responsibilities of the auditors in relation to the consolidated financial statements is to form and express an opinion on the consolidated financial statements which have been prepared by management with the oversight of those charged with governance. The audit of the financial statements does not relieve management or those charged with governance of their responsibilities. We have expressed an unqualified opinion as to whether the consolidated financial statements present fairly in accordance with Board of Trustees the financial position, results of operations and cash flows of the Board.

The interim audit was performed during a two week period commencing on September 1, 2016. The year end audit was performed from September 12, 2016 until November 22, 2016.

### **Fraud**

Auditors' Responsibilities Relating to Fraud in an Audit of Financial Statements, CPA Canada Handbook CAS 240, defines fraud as "an intentional act by one or more individuals among management, employees, those charged with governance, or third parties, involving the use of deception to obtain an unjust or illegal advantage". Although fraud is a broad legal concept, the auditor is concerned with fraudulent acts that cause a material misstatement in the financial statements. Misstatement of the financial statements may not be the objective of some frauds, and misappropriation of assets may not necessarily result in a misstatement of the financial statements. Auditors do not make legal determinations of whether fraud has actually occurred. Fraud involving one or more members of management or those charged with

governance is referred to as "management fraud"; fraud involving only employees of the entity is referred to as "employee fraud". In either case, there may be collusion with third parties outside the entity.

*We confirm that there were no findings of fraud.*

### **Consideration of Laws and Regulations**

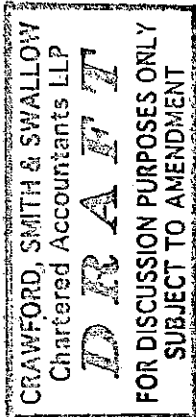
Consideration of Laws and Regulations in an Audit of Financial Statements, CPA Canada Handbook CAS 250 states that the term "non-compliance" means "acts of omission or commission by the entity, either intentional or unintentional, which are contrary to the prevailing laws or regulations. Such acts include transactions entered into by, or in the name of, the entity, or on its behalf, by those charged with governance, management or employees. Non-compliance does not include personal misconduct (unrelated to the business activities of the entity) by those charged with governance, management or employees of the entity." As explained in CPA Canada CAS 250, auditors conducting an audit in accordance with Canadian generally accepted auditing standards must obtain a general understanding of the legal and regulatory framework applicable to the entity and the industry of sector in which the entity operates and how the entity is complying with that framework. To do this the auditors inquire of management, and where appropriate those charged with governance, as to whether the entity is in compliance with such laws and regulations and inspecting correspondence, if any, with the relevant licensing or regulatory authorities. Although the auditors are required to remain alert to the possibility that other audit procedures applied may bring instances of non-compliance or suspected non-compliance with laws and regulations to the auditor's attention, in the absence of identified or suspected non-compliance the auditors are not required to perform audit procedures regarding the entity's compliance with laws and regulations.

*We confirm that no evidence which indicates non-compliance with laws and regulations was found.*

### **Weaknesses in Internal Control**

Internal Control in the Context of an Audit, CPA Canada Handbook CAS 265, provides the following guidance concerning the communication of significant weaknesses in internal control:

*CPA Canada Handbook CAS 265.11* In conducting the audit, the auditors would consider only those "internal controls relevant to the preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of internal control". An audit is not designed to consider whether internal control is adequate for management's purposes. Consequently, the auditors would only identify weaknesses in internal control that come to the auditors' attention during the financial statement audit. The auditors may not identify all the weaknesses that exist. A weakness in internal control is a deficiency in the design or effective operation of internal control. The identification of weaknesses in internal control is influenced by matters such as the auditors' assessment of materiality, the auditors' preliminary assessment of the components of audit risk and the audit approach used by the auditors. For example, if the auditors use a substantive audit approach for a particular financial statement assertion, they will not perform tests of controls in this area. Therefore the auditors' knowledge of controls in this area will generally be limited. Accordingly, the auditors will not have a detailed knowledge of the control systems



that enhance the reliability of data and information and therefore may not identify weaknesses in these control systems.

A deficiency exists when, a control is designed, implemented or operated in such a way that it is unable to prevent, or detect and correct, misstatements in the financial statements on a timely basis or a control necessary to prevent, or detect and correct, misstatements in the financial statements on a timely basis is missing. A significant deficiency exists when a deficiency, or a combination of deficiencies in internal control, is of sufficient importance to merit the attention of those charged with governance in the auditor's professional judgment. The matters being reported are limited to those deficiencies of sufficient merit to be reported to those charged with governance.

*We confirm that we encountered no significant deficiencies in internal control.*

### **Related Party Transactions**

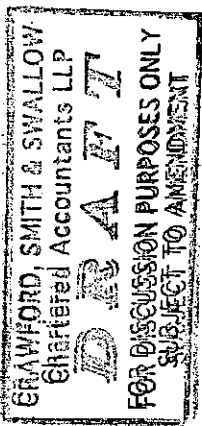
As explained in Related Parties, CPA Canada Handbook CAS 550, auditors conducting an audit in accordance with generally accepted auditing standards may identify related party transactions which are not in the normal course of operations and which, in the auditors' professional judgement, involve significant judgements by management concerning measurement or disclosure.

*We confirm that other than the transactions disclosed in note thirteen (Related Party Transactions) of the consolidated financial statements, no such transactions requiring the Board of Trustees to be informed were identified during the audit. We also confirm that the organization has adequate controls in place to identify related party transactions.*

### **Significant Accounting Principles and Policies**

The auditors should determine that the Board of Trustees is informed about:

- (a) the initial selection of and changes in significant accounting policies, including the adoption of new accounting pronouncements, which encompass the specific principles and their method of application;
- (b) the effect of significant accounting policies in controversial or emerging areas, or those unique to an industry;
- (c) the existence of acceptable alternative policies and methods, and the acceptability of the particular policy or method used by management;
- (d) the extent to which the financial statements are affected by unusual transactions (including non-recurring amounts recognized during the period) and the extent to which such transactions are separately disclosed in the financial statements; and
- (e) the effect of the timing of transactions in relation to the period in which they are recorded.



*Please refer to note 1(a) Basis of Accounting of the consolidated financial statements for a summary of the differences between Canadian public sector accounting standards and the basis of accounting as recommended by the Ministry of Education in accordance with the Financial Administration Act supplemented by Ontario Ministry of Education memorandum 2004:B2 and Ontario Regulation 395/11 of the Financial Administration Act.*

### **Management Judgements and Accounting Estimates**

The auditors should determine that the Board of Trustees is informed about:

- (a) the issues involved, and related judgements made by management, in formulating particularly sensitive accounting estimates and disclosures (for example, disclosures related to going concern, subsequent events and contingency issues);
- (b) the basis for the auditors' conclusions regarding the reasonableness of the estimates made by management in the context of the financial statements taken as a whole;
- (c) the risks of material misstatement from estimates;
- (d) indicators of possible management bias;
- (e) the factors affecting asset and liability carrying values, including the entity's basis for determining useful lives assigned to tangible and intangible assets;
- (f) the timing of transactions that affect the recognition of revenues or avoid recognition of expenses; and
- (g) disclosure of estimation uncertainty in the financial statements.

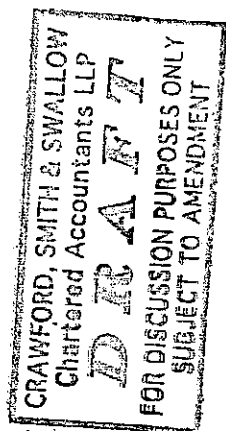
*We confirm that none of the above items require any further discussion.*

### **Financial Statement Disclosures**

The auditors should determine that the Board of Trustees is informed about:

- (a) the issues involved, and related judgements made, in formulating particularly sensitive financial statement disclosures;
- (b) the overall neutrality, consistency, and clarity of the disclosures in the financial statements;
- (c) the potential effect on the financial statements of significant risks, exposures and uncertainties (such as pending litigation); and
- (d) the selective correction of misstatements.

*We confirm that none of the above items require any further discussion.*



## Other Matters Arising From the Audit

In some cases, management may decide to consult with other accountants about auditing and accounting matters. When the auditors are aware that such consultation has occurred, the auditors would communicate with the Board of Trustees as appropriate. If the auditors find that the consultation has not occurred in accordance with Reports on the Application of Accounting Principles, Auditing Standards or Review Standards, CPA Canada Handbook 7600, this would be communicated with the Board of Trustees.

*We confirm that we are not aware of any consultations with other accountants.*

The auditors communicate with the Board of Trustees any major issues discussed with management in connection with the initial or recurring appointment of the auditors, including, among other matters, discussions regarding the application of accounting principles and auditing standards, and fees.

*We confirm that there are no major issues in connection with the recurring appointment of the auditor.*

The auditors inform the Board of Trustees of any significant difficulties encountered while performing the audit, including significant delays in management providing information required for the audit, an unnecessarily brief timetable in which to complete the audit, extensive unexpected effort required to obtain sufficient appropriate audit evidence, the unavailability of expected information, restrictions imposed on the auditor by management, and management's unwillingness to make or extend its assessment of the entity's ability to continue as a going concern when requested.

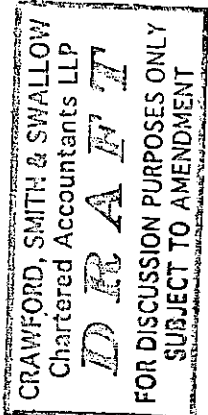
*We confirm that no significant difficulties were encountered in the performance of the audit.*

The auditors inform the Board of Trustees of any significant matters discussed, or subject to correspondence with management, while performing the audit including business conditions affecting the entity and business plans and strategies that may affect the risks of material misstatement and written representations requested.

*We confirm that no significant matters were discussed or communicated with management during the course of the audit. Please see management's representation letter for written representations requested.*

In accordance with CPA Canada Handbook CAS 450, the auditors shall communicate with the Board of Trustees uncorrected misstatements and the effect that they, individually or in aggregate, may have on the opinion in the auditors' report. The auditors' communication shall identify material uncorrected misstatements individually. The auditor shall request that uncorrected misstatements be corrected.

*Please refer to management's letter of representation for all adjustments made and the list of uncorrected misstatements not made by management during the course of the audit. We agree with management's assessment that the effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole. However, in accordance with the requirements of CPA Canada Handbook CAS 450(12), we request that the Board of Trustees instruct management to have the uncorrected misstatements corrected.*

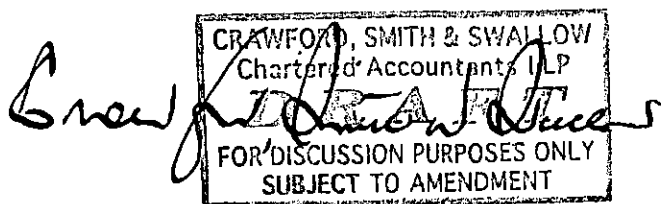


The auditors inform the Board of Trustees of any other significant matters relevant to the financial reporting process including material misstatements of fact or material inconsistencies in information accompanying the audited financial statements that have been corrected.

*We confirm that no significant matters relevant to the financial reporting process were identified during the audit.*

We look forward to discussing with you the matters outlined in this letter as well as other matters that may be of interest to you.

Yours very truly,

A handwritten signature in cursive script, appearing to read "Crawford, Smith & Swallow", is written over a rectangular stamp. The stamp contains the text: "CRAWFORD, SMITH & SWALLOW", "Chartered Accountants LLP", "FOR DISCUSSION PURPOSES ONLY", and "SUBJECT TO AMENDMENT".

**CRAWFORD, SMITH AND SWALLOW  
CHARTERED ACCOUNTANTS LLP**

Crawford, Smith and Swallow  
Chartered Accountants LLP

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Niagara-on-the-Lake, Ontario  
Port Colborne, Ontario

*crawford  
smith &  
swallow*

November 22, 2016

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

Re: Audit of 2016 Financial Statements

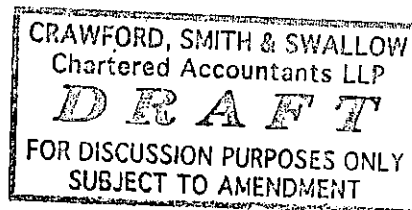
Dear Members of the Board of Trustees:

We have now completed our examination of the financial statements of the Niagara Catholic District School Board for the year ended August 31, 2016. As stated in our report dated November 22, 2016 addressed to the Board of Trustees of the Niagara Catholic District School Board, the objective of our audit was to express an opinion on the financial statements and our audit included considerations of internal controls relevant to our audit to obtain reasonable assurance that the financial statements were free of material misstatements. Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal controls or for identifying all significant deficiencies that may exist. Accordingly, our audit would not usually identify all such matters that may be of interest to you and it is inappropriate to conclude that no such matters exist.

In accordance with CAS 265 of the CPA Canada Handbook, Assurance, the auditor is required to communicate to those charged with governance and management deficiencies in internal control that the auditor has identified during the audit and that, in the auditor's professional judgment, are of sufficient importance to merit their respective attentions.

We are pleased to report that during the course of our audit of Niagara Catholic District School Board for the year ended August 31, 2016, we have not identified any significant deficiencies that the Board of Trustees should be made aware of.

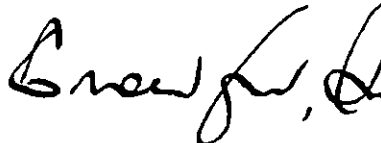
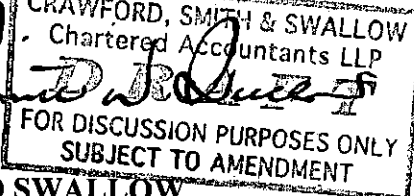
This communication is prepared solely for the information of the Niagara Catholic District School Board and is not intended for any other purpose. We accept no responsibility to a third party that relies on this communication.





We would like to take this opportunity to thank the staff for all their assistance and co-operation during our audit. Should you wish to discuss the above matters further, please contact our office at your convenience.

Yours very truly,

**CRAWFORD, SMITH AND SWALLOW  
CHARTERED ACCOUNTANTS LLP**

MP\*gz

c.c. Mr. J. Crocco, Director of Education/Secretary Treasurer  
Mr. G. Vetrone, Superintendent of Business & Financial Services

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
NOVEMBER 22, 2016**

***PUBLIC SESSION***

**TITLE: FINANCIAL REPORT 2016-2017 AS AT OCTOBER 31, 2016**

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The Financial Report 2016-2017 as at October 31, 2016 report is presented for information.

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

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

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

Date: November 22, 2016



## **REPORT TO THE BOARD NOVEMBER 22, 2016**

### **FINANCIAL REPORT 2016-2017 AS AT OCTOBER 31, 2016**

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#### **BACKGROUND INFORMATION**

Financial Report 2016-2017 is presented in Appendix A

Also attached;

Appendix B1 – Financial Report as at October 31, 2016

Appendix B2 – FTE ADE Estimates Report at October 31, 2016

Appendix C – Replacement Costs Year Over Year Comparison

The Financial Report 2016-2017 as at October 31, 2016 report is presented for information.

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

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

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

Date: November 22, 2016



## FINANCIAL REPORT

### OCTOBER 2016-2017

The Earned Leave Average for both OECTA bargaining units did increase from 2014-2015 by approximately an average of two days in fiscal 2015-2016. The incentive program for the earned leave plan has not materialized in any savings for the Board thus far. We continue to trend higher in sick occurrences and replacement costs in our Teaching category in comparison to fiscal 2015-2016. Replacement costs for all staff associated with sick time that require replacement is trending approximate \$30,000 more than last year's YTD October 31, 2015 (Appendix C).

To achieve our commitment for a balanced budget for 2016-2017, Senior Administrative Council and its central office administrators continue to monitor the pressures that have in prior years negatively impacted the financial results of Niagara Catholic.

- Fringe benefit costs associated with health benefit costs for both permanent employees and those on long-term disability.
- Replacement costs for all staff associated with sick time that require replacement is projected to be approximate \$500,000 more than 2015-2016 fiscal year.
- Utility costs associated with increased hydro costs for 2016-2017.
- Harsh inclement weather pressures on our grounds maintenance costs associated with snow removal and salt.
- The legal fees associated with local negotiations, grievances, and arbitrations.
- Additional legal support needed through the Elementary Bargaining Unit's legal strike position.

### *Looking Forward*

#### *2016-2017*



An estimated increase of 7.5% for our current benefit package was built into 2016-2017.

Provincial Benefit Trust for the OECTA bargaining unit is expected to commence in the early spring pending local ratification.

The 2016-2017 classroom size regulation is in full Ministry compliance.

An increased allocation in Professional Development to address new math strategies for September 1, 2016.

Education Technology Services department are beginning the planning to move staff to St. Thomas Centre in 2016-2017. The Board is awaiting approval for a portion of Proceed of Disposition of Land to net against the cost of the relocation.

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
FINANCIAL REPORT  
AS AT OCTOBER 31, 2016



Appendix B1

**REPORTING RESULTS:**

	2015-2016	2016-2017	%	2016-2017	2016-2017	2016-2017
	LY YTD OCT	YTD OCT	CHANGE	FORECAST	ORG BUDGET	VARIANCE
In thousands of dollars ('000)						
<b>INSTRUCTIONAL</b>						
Principals & Vice Principals	1,677	1,573	-6.2%	9,911	9,911	0
Classroom Teachers	19,431	19,537	0.5%	131,760	131,760	0
Occasional Teachers	979	968	-1.1%	3,905	3,905	0
E.As & E.C.Es	3,680	3,789	3.0%	21,671	21,671	0
Professional Development	79	83	5.1%	953	953	0
Textbook & Supplies	937	831	-11.3%	5,840	5,840	0
Computers	686	684	-0.3%	1,901	1,901	0
Library & Guidance	687	726	5.7%	4,357	4,357	0
Paraprofessionals	511	545	6.7%	6,241	6,241	0
Secretarial School Office	1,016	1,029	1.3%	4,741	4,741	0
Coordinators & Consultants	269	247	-8.2%	2,503	2,503	0
Continuing Education	702	540	-23.1%	5,983	5,983	0
<b>INSTRUCTIONAL SUBTOTAL</b>	<b>\$30,654</b>	<b>\$30,552</b>	<b>-0.3%</b>	<b>\$199,766</b>	<b>\$199,766</b>	<b>\$0</b>

**NON INSTRUCTIONAL**

Administration	1,593	1,599	0.4%	7,848	7,848	0
Transportation	1,455	1,574	8.2%	9,553	9,553	0
School Operations & Maintenance	2,955	3,263	10.4%	21,860	21,860	0
<b>TOTAL EXPENDITURES</b>	<b>\$36,657</b>	<b>\$36,988</b>	<b>0.9%</b>	<b>\$239,027</b>	<b>\$239,027</b>	<b>\$0</b>

**AVERAGE DAILY ENROLMENT**

	2015-2016	2016-2017	2016-2017	2016-2017	2016-2017
	ACTUALS	ESTIMATES	ACTUALS	REVISED	CHG %
<b>ELEMENTARY</b>					
JK - 3	7103	6,962	7,039	N/A	-0.9%
GR4 - GR8	7708	7,706	7,699	N/A	-0.1%
<b>TOTAL ELEMENTARY</b>	<b>14,811</b>	<b>14,668</b>	<b>14,738</b>	<b>0</b>	<b>-0.5%</b>
<b>SECONDARY &lt; 21</b>					
PUPILS OF THE BOARD	7,164	6,812	7,035	N/A	-1.8%
OTHER PUPILS	40	40	40	N/A	0.0%
<b>TOTAL SECONDARY</b>	<b>7,204</b>	<b>6,852</b>	<b>7,075</b>	<b>0</b>	<b>-1.8%</b>
<b>TOTAL ENROLMENT</b>	<b>22,015</b>	<b>21,520</b>	<b>21,813</b>	<b>0</b>	<b>-0.9%</b>

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
FTE ADE ESTIMATES REPORT  
AS AT OCTOBER 31, 2016

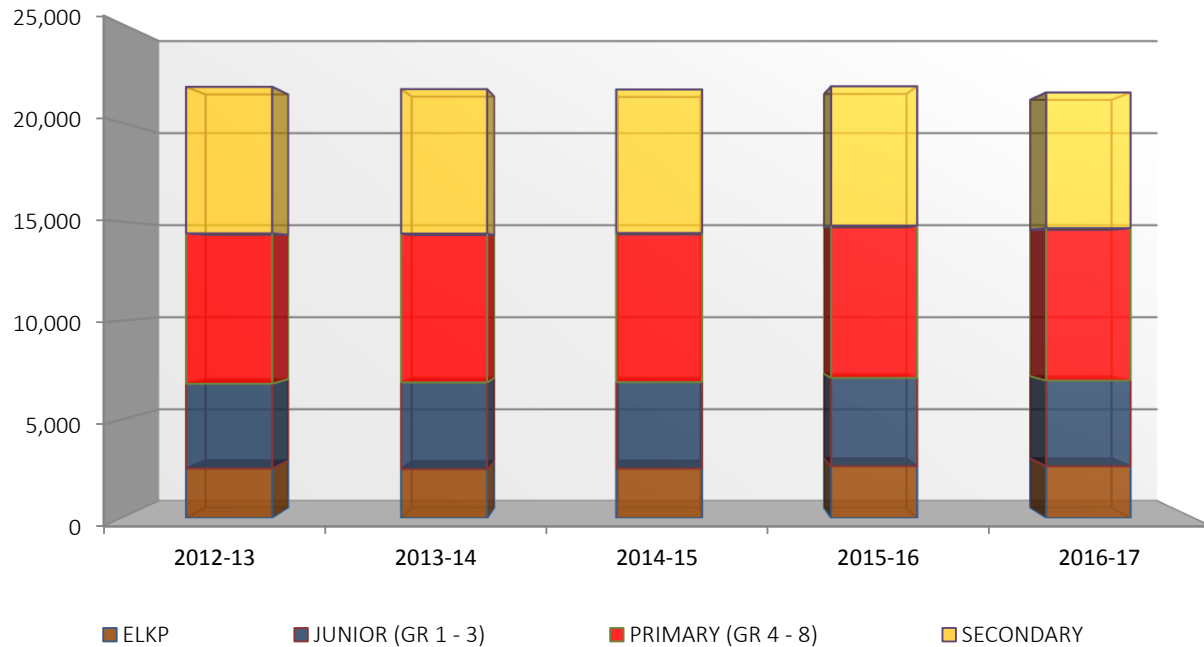


Appendix B2

**FULL TIME EQUIVALENT (F.T.E.)**

	2015-2016	2016-2017	2016-2017	2016-2017	2016-2017
	ACTUALS	ESTIMATES	ACTUALS	REVISED	CHG %
<b>FTE</b>					
<b>CLASSROOM</b>					
TEACHERS	1,325	1,292	1,308	N/A	-1.3%
NON-TEACHERS	810	796	797	N/A	-1.6%
<b>TOTAL CLASSROOM</b>	<b>2,135</b>	<b>2,088</b>	<b>2,105</b>	<b>0</b>	<b>-1.4%</b>
<b>NON CLASSROOM</b>					
NON CLASSROOM	286	286	286	N/A	0.0%
<b>TOTAL F.T.E.s</b>	<b>2,421</b>	<b>2,374</b>	<b>2,391</b>	<b>0</b>	<b>-1.2%</b>

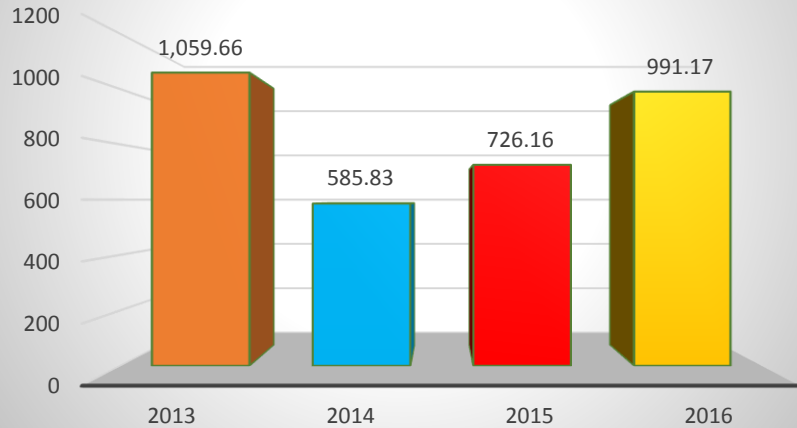
**ENROLMENT TRENDRING DATA 2012 - 2016**



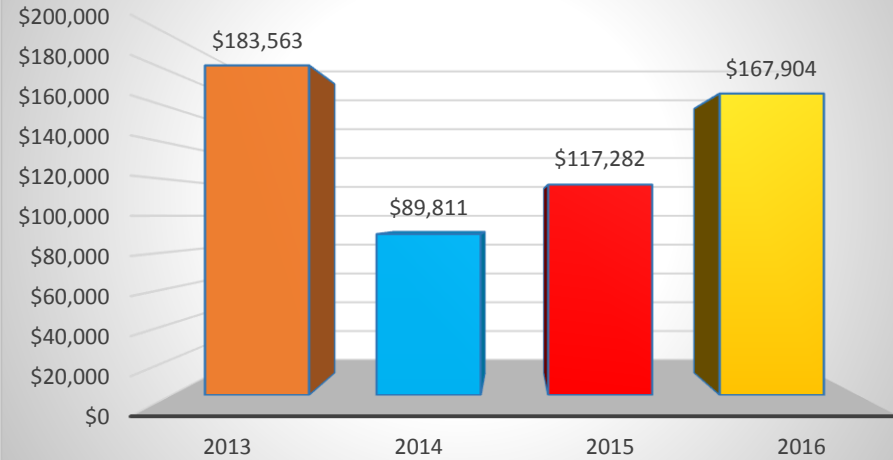
YEAR-TO-DATE OCTOBER FISCAL YEAR 2016 - 2017  
REPLACEMENT COSTS YEAR OVER YEAR COMPARISON

APPENDIX C

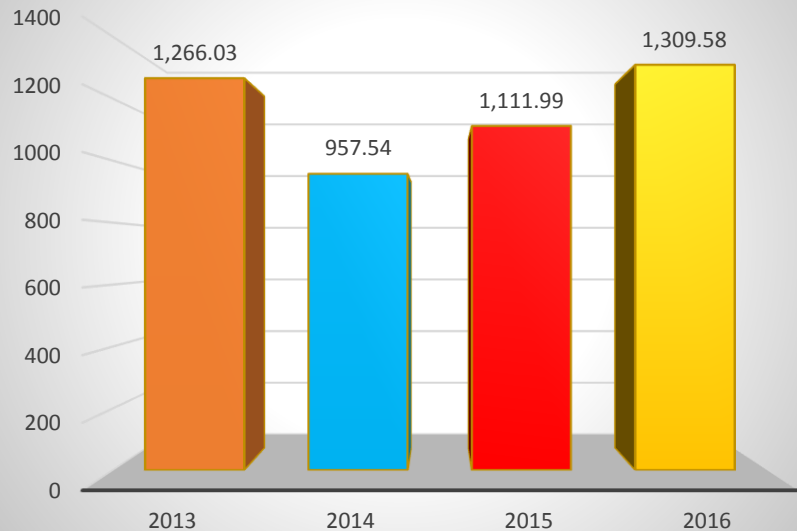
OECA REPLACEMENT DAYS PER LOCATION



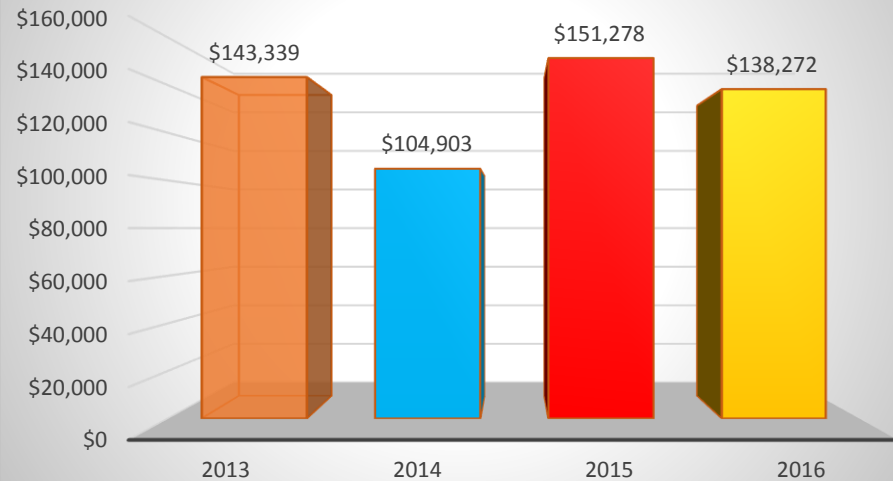
OECA REPLACEMENT COSTS IN DOLLARS (\$)



CUPE REPLACEMENT DAYS PER LOCATION



CUPE REPLACEMENT COSTS IN DOLLARS (\$)



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
NOVEMBER 22, 2016**

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
SPOTLIGHT ON NIAGARA CATHOLIC – NOVEMBER 8, 2016**

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# Spotlight on Niagara Catholic

Nurturing Souls & Building Minds

November 8, 2016

## Pilgrimage 2K16 raises \$151,000 for Development Projects Around the World



Approximately 3,500 Niagara Catholic students, staff, Trustees, family members and supporters took to the streets on October 30 for the Board's 41st Annual Pilgrimage. This year's event raised funds for projects in many parts of the developing world, including Dominica, the Dominican Republic, Guatemala, Rwanda and Peru.

Student representatives from each of our eight Catholic secondary schools attended the November 8, Committee of the Whole Meeting, during which Trustees were provided with information about the 2016 Annual Pilgrimage.

This year's Pilgrimage raised more than \$150,000. This brings the total raised since 1975 to more than \$6.7 million

Enjoy [photos](#) from this year's Pilgrimage, and find a list of the programs and projects supported [here](#).

### It's Open House Time at Niagara Catholic!



Niagara Catholic's Elementary and Secondary School Open Houses will take place in November.

November 23 is our annual Kindergarten Open House and Registration Day, and families who have children turning four in 2017 are invited to register their son or daughter for September 2017 by visiting their local Catholic Elementary School on November 23 from 9 a.m. – 6 p.m. Those who are unable to attend the open house date are welcome to visit the school during normal office hours or by appointment to register their child for Kindergarten or any grade. Please be sure to bring the following documents with you to complete the registration: Your child's birth certificate, baptism record, Ontario Health Card, proof of immunization and proof of address. To register a non-Catholic children with a Catholic parent, please provide the parent's baptism certificate to register. The [elementary registration form](#) may be filled in online and printed in advance for your convenience, or you may receive a copy when you visit the school. Families new to Niagara Catholic are asked to please fill in the [Application for Direction of School Support](#) form (for Catholic families), or a [School Assessment Lease](#), which indicates a non-Catholic ratepayer's willingness to have their taxes directed to the English-Separate school board (Niagara Catholic).

Catholic Secondary School open houses begin on November 22 with the [Blessed Trinity Catholic Secondary School](#) Grade 8 night, followed by the [Denis Morris Catholic, Lakeshore Catholic](#) and Saint Paul Catholic High School open houses November 23 and the [Notre Dame College, Saint Francis Catholic Secondary School](#) and [Saint Michael Catholic High School](#) Open House November 24. The [Holy Cross Catholic Secondary](#)

[School](#) Open House concludes our open houses on November 30. Please click the above links to the schools for more detailed information. The Saint Paul Catholic High School is currently under construction, so please direct any questions to the school by calling 905.356.4313. Make the #NCSmartChoice and remember that #AllAreWelcome at Niagara Catholic. We look forward to making you a part of our family!

### **Trustees Review Report Regarding Renaming Mother Teresa Catholic**



On September 4, 2016 – almost 19 years to the date of her death in Calcutta on September 5, 1997 – Pope Francis declared Mother Teresa a Saint. The declaration came 11 years (again, almost to the day) that Mother Teresa Catholic Elementary School opened its doors in St. Catharines as part of the Saint Francis Catholic Secondary School Family of Schools.

Since September, consultations have taken place at the school level on how best to recognize the Holy Father’s canonization of Mother Teresa. Director of Education John Crocco has consulted with Bishop Bergie regarding potential names for the school, should the school community wishes to have the school re-named.

During the November 8 Committee of the Whole Meeting, Trustees reviewed a report which outlined the results of feedback from the Mother Teresa Catholic Elementary School community, which included:

- Renaming the school
- Maintaining the status quo, as many feel connected to Mother Teresa as a role model
- Amending the name of the school
- Honouring the canonization with a commemorative plaque or banner at the school

They also considered the thoughts and concerns of the school community, including the cost required to change letterhead and other school items, confusion with St. Theresa Catholic Elementary school, and allowing current Grade 8 students to graduate as the final class of Mother Teresa Catholic Elementary School.

The next step in the process will be to acknowledge the feedback provided by the school and to move forward, in consultation with the Principal, in developing a plan to address any potential name changes.

## **Annual Reports for Catholic School Councils and Niagara Catholic Parent Involvement Committee Now Completed**

According to the Education Act, schools across Ontario are required to have a School or Parent Council. At Niagara Catholic, these organizations are known as Catholic School Councils, and each one is required to submit an annual report summarizing their membership, meeting dates, goals, achievement, use of provincially provided funding and a financial statement. Please read the report – A 6.3 – in the November 8 [agenda](#).

### **Good News!**

Have you checked out the [Good News](#) section of the Board website lately? If not, you're missing some great stories and photos about our students. Be sure to check it out often to keep up to date on the fantastic things happening in our schools and across the system.

### **Follow us!**

To ensure you stay connected with Niagara Catholic news and events, please be sure to like us on [Facebook](#) and follow us on [Twitter](#) and [Instagram](#), and check our website often for updates and breaking news. It's the best way to stay in the know.



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
NOVEMBER 22, 2016**

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
CALENDAR OF EVENTS – DECEMBER 2016**

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# DECEMBER 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4 Second Sunday in Advent	5	6 Annual Organizational Meeting CW Meeting	7 SEAC Meeting	8	9	10
11 Third Sunday in Advent	12	13 SAL Meeting	14	15 Director's Meeting and Annual Faith Formation & Luncheon	16	17
18 Fourth Sunday in Advent	19	20 Board Meeting	21	22	23	24
25 Merry Christmas!	26	27	28 Christmas Break!	29	30	31

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
NOVEMBER 22, 2016**

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
ONTARIO WELL BEING STRATEGY FOR EDUCATION**

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October 25, 2016

The Honourable Kathleen Wynne,  
Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto ON M7A 1A1

The Honourable Mitzie Hunter,  
Minister of Education  
Legislative Building  
Queen's Park  
Toronto ON M7A 1A1

Dear Premier Wynne and Minister Hunter,

We were pleased to see the September 2016 Mandate Letter to Minister Hunter directing her to engage with partners on Ontario's Well-Being Strategy for Education. Ontario's publicly funded schools have long been engaged in addressing the well-being of our staff and students and closing the gaps to maximize outcomes for our students. We welcome the renewed focus of your government on the health and well-being component of student and staff lives.

We were also pleased to see the recognition in the Ontario Well-Being Strategy for Education Discussion Document "that school and system leaders play a critical role in creating the conditions that support the healthy development of all students." We look forward to participating in the discussions at the Provincial Education Event in November where Well-Being will be one of the prominent topics.

As Ontario's Publicly Funded School Systems' leaders and stakeholders, we are willing and prepared to offer our expertise and our commitment to supporting student well-being. To that end we suggest the following:

- ❖ We view the Well Being Strategy as a significant and complex provincial initiative that will require dedicated time for effective implementation. Integral to the Ministry of Education's commitment to the work of the Ministry Initiatives Committee, we look forward to the discussion of the well being strategy timeline relative to the volume and pace of all the new and existing education initiatives.
- ❖ We believe that the definition of well-being is critical and must be both sufficiently broad, accessible to various audiences and inclusive to encompass the inherent complexities of well-being and the distinctiveness of the four publicly funded school systems.
- ❖ The well-being strategy has an ambitious timeline related to measurement of well-being. Prior to any new measurement tools being developed and implemented we recommend that the measurement framework be delayed to allow adequate time for a full environmental scan of well-being strategies and indicators already in place in Ontario schools. System implications for any additional measures need to be fully discussed to ensure the best possible outcomes for students and staff in Ontario schools.
- ❖ As leaders of Ontario's Trustees, Directors, Supervisory Officers, Principals, and Teacher Organizations we would welcome the opportunity for a more direct voice with your ministry on the well-being strategy. Following upon your Provincial Education Event in November we would welcome the opportunity to collaborate with your staff in a more formal meeting to provide our support and collective, common system-wide expertise.
- ❖ We agree with the Discussion Document that "educators and staff who are motivated and proud to come to work every day, are a prerequisite for enhanced student well-being and

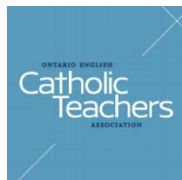


achievement.” As the representatives and employers of the staff in Ontario’s publicly funded schools we suggest that we are the appropriate group to engage on matters related to staff well-being.

We welcome the opportunity to take part in the November 9<sup>th</sup> and 10<sup>th</sup> broader consultation and look forward to a timely follow-up meeting to professionally collaborate.

Respectfully on behalf of the following,

- Association des conseils scolaires des écoles publiques de l'Ontario (ACEPO)
- L'Association des directions et directions adjointes des écoles franco-ontariennes (ADFO)
- Association des enseignantes et des enseignants franco-ontariens (AEFO)
- Association franco-ontarienne des conseils scolaires catholiques (AFOCSC)
- Association des gestionnaires de l'éducation franco-ontarienne (AGEFO)
- The Council of Ontario Directors of Education (CODE)
- Conseil ontarien des directrices et directeurs de l'éducation de langue française (CODELF)
- Catholic Principals' Council of Ontario (CPCO)
- Elementary Teachers' Federation of Ontario (ETFO)
- Ontario Catholic Supervisory Officers' Association (OCSOA)
- Ontario Catholic School Trustees' Association (OCSTA)
- Ontario English Catholic Teachers' Association (OECTA)
- Ontario Principals' Council (OPC)
- Ontario Public School Boards' Association (OPSBA)
- Ontario Public Supervisory Officials' Association (OPSOA)
- Ontario Secondary School Teachers' Federation (OSSTF)
- Ontario Teachers' Federation (OTF)



Office of the Premier of Ontario

Legislative Building, Queen's Park  
Toronto, Ontario M7A 1A1



Cabinet de la  
Première ministre de l'Ontario

Édifice de l'Assemblée législative, Queen's Park  
Toronto (Ontario) M7A 1A1

November 2, 2016

Dear colleagues,

Thank you so much for your letter regarding Ontario's Well-Being Strategy for Education. As you know, promoting and supporting well-being is one of the four interconnected goals of *Achieving Excellence*. As part of this shared vision, we want all students in Ontario to succeed and achieve their full potential.

Over the coming months, we, along with, Parliamentary Assistant Granville Anderson and the Ministry of Education will be engaging with you and all of our partners all across the province to discuss student and staff well-being in our schools. We are looking for your critical insights on three themes: understanding well-being, promoting and supporting well-being, and knowing our impact. This is intended to further our progress and better understand the challenges and opportunities in ensuring students' cognitive, emotional, social and physical needs are being met. We will continue to build on the discussions and work already happening to promote well-being in our schools, use this input to help move to the next level, and improve our publicly funded education system.

Following commitments made through the Initiatives Committee to share the attached student well-being engagement paper in advance of next week's provincial event, we will be circulating the attached paper later this week. An earlier draft of this engagement paper was shared through the Initiatives Committee and feedback was received from your organizations and reflected in the revised version. There will also be dedicated time at the provincial event on November 10<sup>th</sup> to discuss how to begin our work together on how to promote and support staff well-being.

To further support this work, the Ministry of Education is hosting regional engagements across Ontario. In addition, we are encouraging community members to organize their own discussions on well-being and submit their feedback to the ministry. The ministry has also created an Engagement Kit to help communities host their own discussions with local parents, students, community groups and partners.

We couldn't agree with you more that we need to get this right and it will require your direct and ongoing input. We want to thank all of you for your engagement on this important work so far and for your continued partnership in the months and years to come. We will also be extending invitations to all of your organizations to join an advisory group to inform this work going forward, in addition to our ongoing partnership through the Initiatives Committee.

.../2

Thank you for your leadership and ongoing commitment to support Ontario's children and students to reach their full potential in school and beyond.

Sincerely,

Handwritten signature of Kathleen Wynne in black ink.

Kathleen Wynne  
Premier

Handwritten signature of Mitzie Hunter in black ink.

Mitzie Hunter, MBA  
Minister

Enclosure



# Well-Being in Our Schools, Strength in Our Society

ENGAGEMENT PAPER

## Deepening Our Understanding of Well-Being in Ontario Schools and How to Support It, in Kindergarten to Grade 12

### Introduction

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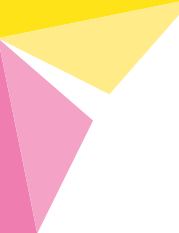
Consider for a moment how you normally respond to the question “How are you?” Most of us answer with a brief “I’m fine” or “I’m well”. We simplify our answers in these pleasant everyday exchanges because a focused and genuine conversation about the state of our well-being would call for reflection, authentic listening, and more time than most of us have to spare!

When it comes to understanding the well-being of our children and students, we take the time for careful consideration. Children’s well-being depends on many factors, from the nature of their social and family interactions and where they live to their emotional, spiritual, physical and mental health. We know that positive childhood experiences, physical and emotional safety, and the support of caring adults not only shape the day-to-day morale of students but also help them develop a positive sense of self, and resilience.

Children who experience a greater sense of well-being are more able to learn and assimilate information in effective ways; more likely to engage in healthy and fulfilling social behaviours; more likely to invest in their own and others’ well-being and in the sustainability of the planet, as they take up their social, professional and leadership roles in adulthood.

November 2016

– Adapted from *The Kindergarten Program*, 2016, p. 58,  
citing Awartani, Whitman, and Gordon, 2008



Positive childhood experiences can contribute to improved opportunities in the long term. Individuals who experience social and economic disadvantages early in life tend to have lower earnings, lower standards of health, and lower skill levels in adulthood. Such conditions can perpetuate a cycle of disadvantage across generations.<sup>1</sup> Children's experiences at school can have a significant impact. When students are physically and emotionally safe, when they can see themselves reflected in their school environment, when they are supported in their learning, and when they are given opportunities to realize their potential, they are better able to learn and they can feel hopeful about their future. Their well-being is key to their success.

In collaboration with students, parents<sup>2</sup> and families, educators, community partners and all those who work with schools or are connected to schools, we are seeking to develop a vision for well-being in Ontario's publicly funded schools. We are now embarking on the path that will lead us to a shared vision of how we can best support the well-being of all students, in order to help them reach their full potential.

## How are we doing?

Ontario's education system is considered one of the best in the world. Our students are recognized as achieving substantially above global averages in the critical areas of reading and creative problem solving.<sup>3</sup> Moreover, achievement gaps between high- and low-income students in Ontario, and between students whose first language is the language of instruction and students who are newcomers to Canada, are smaller than the gaps between such groups in many other countries.

Figure 1 shows a sampling of measures of student achievement and well-being. The high school graduation rate has improved significantly over the past decade; however, students' level of physical activity appears to drop after they leave elementary school. The number of reported incidents of bullying is down from 2003; however, there is some evidence of increasing concerns in the areas of emotional well-being and mental health. These measures of student well-being alert us to the need for continued support in a number of areas.

If our goal in Ontario is for all of our students to become active members of their communities, able to bring about positive change and to flourish in society, we must heighten our focus on well-being as a crucial prerequisite for long-term success. We must also acknowledge that the well-being of our children and youth is our priority as a society.<sup>4</sup>

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1. UNICEF Office of Research, "Fairness for Children: A League Table of Inequality in Child Well-Being in Rich Countries", *Innocenti Report Card 13* (Florence, Italy: UNICEF Office of Research – Innocenti, 2016).

2. The word *parents* is used to refer to parents, guardians, and caregivers.

3. OECD, *How's Life in Canada?* OECD Better Life Initiative, May 2016.

4. UNICEF Canada, *UNICEF Report Card 13: Canadian Companion, Fairness for Children* (Toronto: UNICEF Canada, 2016).

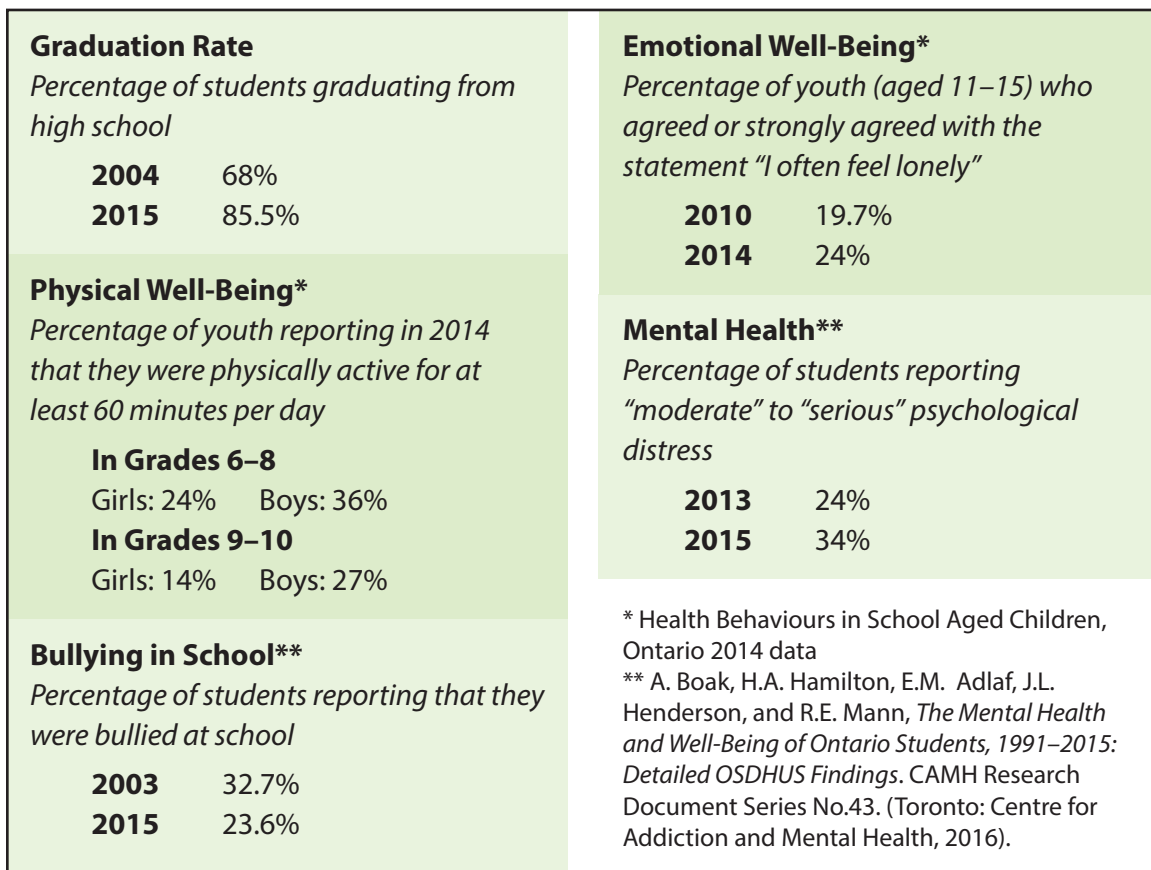


Figure 1. Looking at student outcomes beyond academic achievement

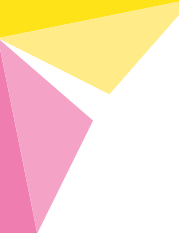
As we do so, we must take into account that a wide range of factors can affect the well-being of Ontario students and their ability to realize their full potential. Today, more than two million students are enrolled in Ontario’s roughly 4000 elementary schools and 900 secondary schools. They represent diverse communities, family structures, economic circumstances, life experiences, faiths, customs, languages, abilities, interests, talents, and skills. They need to be supported in diverse ways as well, with resources and learning opportunities that meet their particular needs.

As we continue to strive for excellence in our education system, we know it is essential to help all of our students develop a sense of well-being – the sense of self, identity, and belonging in the world that will give each of them their best chance to learn, grow and thrive.

## What we know is working

Promoting and supporting well-being is one of the four interconnected goals of *Achieving Excellence*, Ontario’s renewed vision for education. We are committed to building on the strong foundation that has already been established across the province.<sup>5</sup> Our schools

5. Ontario Ministry of Education, *Ontario’s Well-Being Strategy for Education: Discussion Document* (Toronto: Queen’s Printer for Ontario, 2016).



and communities continue to work together to help students gain the knowledge and skills associated with well-being, and to provide equitable opportunities for students of all backgrounds and abilities to learn and succeed.

Supporting the well-being of Ontario's children and youth is a priority shared by many – families, various government ministries, and a wide range of organizations in sectors such as health, social services, and community safety. However, the education system provides an important window through which to observe and address student well-being, and learn about the practices that serve it most effectively. The Ministry of Education has a unique role to play because students move through the continuum of learning and development, from their formative years into young adulthood, at school. School staff are able to observe and address students' needs over time, and to track the results of the support that is being provided. For example, when schools provide a safe environment that reflects and promotes cultural identity, students report a more positive view of their emotional and physical safety and well-being, and feel a greater sense of belonging.

Schools across Ontario have made significant progress in providing a positive school climate – a learning environment that is safe, inclusive and accepting. Research has shown<sup>6</sup> that positive school climate:

- has a powerful influence on students' motivation to learn;
- helps reduce the number of incidents of aggression, violence and harassment in schools;
- lessens the negative impact of socio-economic context on academic performance;
- acts as a "protective factor" for learning and positive life development; and
- contributes to improved academic outcomes, personal development and well-being.

In addition, since 2011, School Mental Health ASSIST has been working with Ontario school boards to promote mental health for all students. All school boards now have a Mental Health Leader who develops and implements strategies to support students with mental health needs and addictions.


## What we want to learn from you

The province wants to hear from a diverse range of partners in education, health care, youth justice, social services, business, arts and culture and the non-profit sector, as well as francophone partners and communities, to incorporate their unique identities, cultural backgrounds and perspectives. The ministry is also working with Indigenous partners to co-develop supports and indicators of well-being for Indigenous students that can help inform the larger well-being strategy for all students.

We hope to capture a wide range of perspectives. In addition to regional engagements hosted by the Ministry of Education, we encourage people to organize their own

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6. A. Thapa, J. Cohen, S. Guffey, and A. Higgins-D'Alessandro, "A Review of School Climate Research", *Review of Educational Research* 83, no. 3 (September 2013): 357–85



discussions on the topic. The ministry is providing an Engagement Kit on its website to support independent session organizers. In addition, a feedback form will be available on the website until January 15, 2017, for individuals who wish to provide feedback directly.

By drawing on the knowledge of those who have done important work over many years to foster well-being among our students, we will strive to establish a common understanding of what promoting well-being in schools means. We will also consider indicators of student well-being and discuss which ones might provide us with the information that will best guide our future efforts.

With your feedback, and with contributions from our partner ministries, we will be able to move forward in developing a provincial framework on student well-being, from Kindergarten to Grade 12, that will incorporate and reflect our collective knowledge and experience, and our shared commitments.

We will aim to deepen our understanding of the connection between student well-being and academic achievement, including the positive role that a focus on well-being can play in improving equity of opportunity and promoting success for *all* students.

Hand in hand with the need to support student well-being is the need to support the well-being of school staff. Staff well-being is key to creating optimal workplaces for staff and optimal teaching and learning environments for students. Over the coming months, additional engagement sessions will be conducted with a focus on staff well-being.

In the future, we will also consider well-being in the early years sector, with a view to building on the important work that has been done to date. One of our goals is to ensure that, from the early years to Grade 12, children, educators, and all staff will feel that well-being for all is supported in Ontario's publicly funded education system.

## How the discussion is structured

The discussion questions address three related themes, as follows:

- 1. Understanding Well-Being:** What it means, and the factors that contribute to it.
- 2. Promoting and Supporting Student Well-Being:** The conditions that promote well-being and that support the healthy development of *all* students in our schools.
- 3. Knowing Our Impact:** What we will look for to determine if we've been successful in promoting and supporting student well-being.



# Theme 1: Understanding Well-Being

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Ontario's education system serves a diverse population, with diverse perspectives and needs. For example, our French-language schools have a mission not only to educate students but also to protect, enhance and transmit the language and culture of the francophone community – and thereby to support students' sense of identity and belonging. Our Indigenous communities take a wholistic approach to well-being, rooted in respect for First Nation, Métis and Inuit knowledge and traditions. From this perspective, well-being is fostered through the creation of "safe spaces" in which cultural identity is promoted and reflected and a sense of belonging and connection can be experienced by all students. Many schools have high enrolments of children and students who are newcomers to Canada from countries around the world and who require support informed by an understanding of their particular experiences and needs. Location also plays a part: Students living in rural and remote areas have different needs from students in urban centres. The well-being of all students is served by the accessibility of resources, programs and facilities. In Ontario schools, diversity is valued and all members of the school community – regardless of ancestry, culture, ethnicity, sex, physical or intellectual ability, race, religion, gender identity, sexual orientation, socio-economic status, or other factors – are welcomed, included, treated fairly and respected.

The nature of well-being is complex and means different things to different people. To facilitate the discussion across our diverse province, this engagement paper offers a working definition of "well-being". Treat it as a starting point for conversation about what well-being means to you.

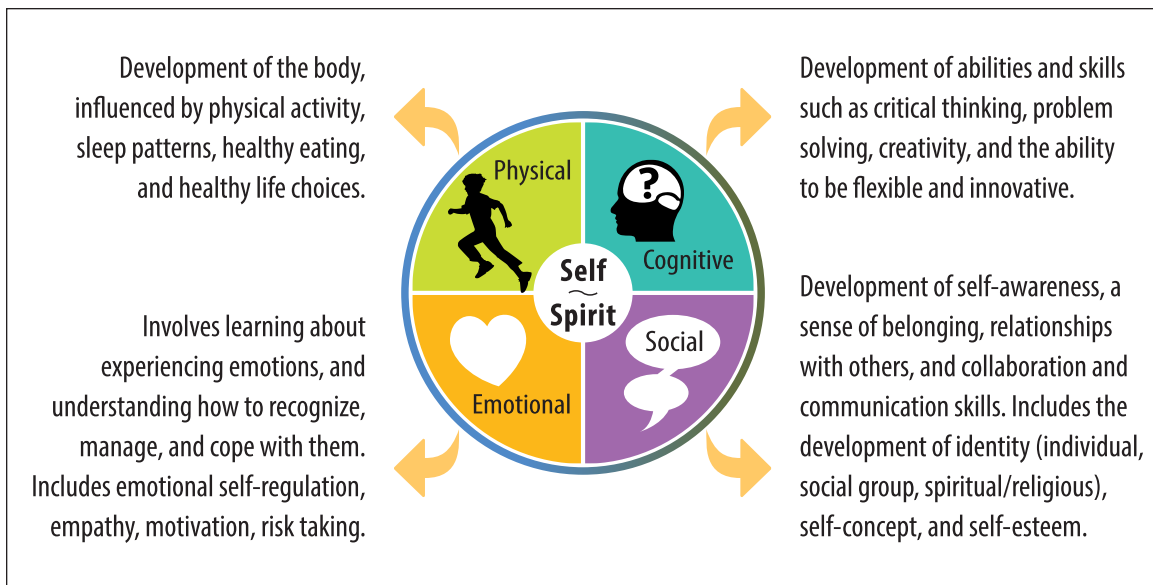
The working definition reflects the complex, holistic nature of well-being, taking into account four developmental domains – cognitive, social, emotional and physical.

## Well-Being: A Working Definition

Well-being is a positive sense of self, spirit and belonging that we feel when our cognitive, emotional, social and physical needs are being met. It is supported through equity and respect for our diverse identities and strengths. Well-being in early years and school settings is about helping children and students become resilient, so that they can make positive and healthy choices to support learning and achievement both now and in the future.

– Ontario's Well-Being Strategy for Education: Discussion Document, 2016, p. 3

In the following graphic, "Self/Spirit" is situated at the centre of the four interconnected domains. *Stepping Stones: A Resource for Educators Working with Youth Aged 12 to 25* refers to self or spirit as the "core" of a person that endures "despite all the rapid and significant changes that take place as a child becomes an adult ... It is this 'force of gravity' that connects aspects of development and experience together."



The concepts of self and spirit have different meanings for different people. For some, cultural heritage, language and community are central to identity. For many people, the self or spirit resides in their religion or faith, and for others, it is connected with a broader spirituality. According to Indigenous ways of knowing, well-being is based on the balance of the mental, physical, spiritual and emotional aspects of the individual, seen not as separate domains but as elements combined and centred within Spirituality and connected by community. This balance within individuals contributes to community growth, healing and wellness.

In discussions about the meaning of well-being, there will be opportunities to explore the various ways in which “self” and “spirit” are understood.

### Discussion Question

1. What does “student well-being” mean to you/your organization – what does it look like, feel like, sound like?


## Theme 2: Promoting and Supporting Student Well-Being

Investing in the well-being of our students continues to be a priority for the Ontario government. We need to know what has been working, and what was tried but failed to yield anticipated results. Are schools and school boards able to support student well-being effectively with the resources available to them? Let us know whether staffing is adequate to meet the needs of students, whether focused professional learning is required, whether schools are able to connect with the appropriate community agencies to support their work, and anything else you believe warrants consideration. We also want to know if schools and boards have the flexibility to make effective use of the resources available to them. Identifying areas of need will help us to determine where investments should be directed to continue to improve student well-being.

Boards and schools have set goals to continue to improve well-being and to address the unique needs of the students in their community. Through the engagement process, we hope to capture many of the practices that are being implemented in schools across the province. We want to know where the challenges lie and how we can facilitate the sharing of practices to address those challenges.

Ontario's well-being strategy identifies four policy areas that are foundational to student well-being in every school in Ontario: *equity and inclusive education, healthy schools, mental health, and safe and accepting schools*. We want to hear how Ontario schools have been implementing policies and programs that address these four areas, and whether they are able to implement them fully.





Schools strive to create learning environments in which students can feel included, accepted, engaged and connected with their school, and to provide them with safe spaces where they can seek help when they need it. Students develop knowledge and skills related to well-being through various parts of the curriculum. Student well-being is also promoted and supported through school improvement planning and by engaging parents, families and communities.

We are committed to nurturing an environment in which all voices are heard. In the spirit of collaborative professionalism, educators and education partners work together to improve student achievement by ensuring the well-being of all students. To further that end, we are looking for your feedback about the approaches and activities that you are using today to promote and support student well-being. We are also interested in learning about the ways in which schools align their approaches to address well-being. How are resources being allocated to provide the necessary supports to all students? Are schools making progress in giving student well-being the same priority that they give academic achievement? What does it mean for boards and schools to make well-being a priority in their planning (taking into account the need for professional learning, student supports, public communication, and so on)?

### **Discussion Questions**

- 2.** In your current role, how do you promote and support student well-being?
- 3.** Where might resources be better directed to promote and support student well-being in our education system more effectively?



## Theme 3: Knowing Our Impact

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In Ontario, we have invested in building a foundation of supports in the areas of equity and inclusive education, healthy schools, mental health, and safe and accepting schools, all for the purpose of enhancing student well-being. We now have an opportunity to reflect on the work that has been done to date, to determine which of our strategies have been effective and where there might still be gaps and to have a dialogue about the outcomes that we want for all of our students. We have a chance to consider ways of gathering information on student well-being – in addition to the school climate surveys administered by schools at least once every two years – that can be incorporated into school and school board planning.

In view of the significant impact that student well-being has on quality of life, educational experiences, educational attainment and future success, *it is essential that we understand what is making a difference for our students.* We can do this by defining clear and meaningful indicators of well-being and ways of tracking our progress towards improved student well-being that protect the privacy, dignity, and individual and collective rights of all students.

Using measures of well-being is one way of finding out whether our work is having an impact. Well-being cannot be assessed using a single indicator, ranking or score. Only a variety of indicators of physical, cognitive, social and emotional well-being, taken together, can provide insight into the state of our students' well-being and help us identify their most pressing needs. Some indicators will tell us about students' well-being in general – for example, What is the impact of insufficient sleep or of hunger on a student's ability to learn? Do we know how much physical activity our students are getting? Are students experiencing racism? Others will speak specifically to the impact of the learning environment: Are students feeling safe at school, both physically and emotionally? What does absenteeism tell about student well-being? Figure 2 provides a small sample of the kinds of measures of well-being that are currently being used in surveys of Ontario students.

**Measures from the 2015 *Stepping Up* annual report, published by the Ministry of Children and Youth Services:**

- 68% of youth (ages 12–17) were physically active in 2014, down from 70.5% in 2013.
- 42.9% of youth (ages 12–17) consumed at least five servings of fruit or vegetables daily in 2013, compared with 41.3% in 2014.
- 10% of Ontario families experienced food insecurity in 2014 and 2015.

**Measures from the Centre for Addiction and Mental Health's 2015 *Ontario Student Drug Use and Health Survey (OSDUHS)*:**

- 25.4% of Ontario students rate their health as excellent, and 40.3% of Ontario students rate their health as good.
- 28% of Ontario students report that, in the past year, they wanted to talk to someone about a mental health problem, but did not know where to turn.
- 88.2% of students feel close to people at their school, compared with 86.9% in 2003.
- 86.2% of students feel like they are part of their school, compared to 82.7% in 2003.

**Figure 2. Measures of student well-being from current surveys**

By collecting quality information on our efforts, we have a better chance of identifying what is working well and what obstacles stand in the way of providing true equity of opportunity for our students. We want to be able to identify the supports that need to be enhanced and the kinds of investments that need to be made.

## **Discussion Questions**

4. What would tell you that progress is being made in promoting and supporting student well-being?
5. How can information that is currently collected by schools be used to promote and support well-being?
6. What other information could be collected that would contribute to promoting and supporting student well-being?



## Next Steps

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Thank you for taking the time to provide your insights and considerations on how best to promote and support student well-being throughout Ontario's education system. Your contribution will inform the development of a provincial framework that reflects our collective knowledge and experience.

Schools across the province may be at different stages of understanding, supporting, measuring, and reporting well-being. By listening to and learning from the successes and challenges experienced so far by our education partners, we can build our collective vision for student well-being in Ontario.

Additional responses to the discussion questions contained in this document, whether gathered through face-to-face engagement sessions or provided individually, may be submitted online, at [www.ontario.ca/studentwellbeing](http://www.ontario.ca/studentwellbeing). All feedback is welcome.

Une publication équivalente est disponible en français sous le titre suivant : *Le bien-être dans nos écoles fait la force de notre société : Mieux comprendre le bien-être pour le favoriser dans les écoles de l'Ontario, de la maternelle et du jardin d'enfants à la 12<sup>e</sup> année.*

This publication is available at [www.ontario.ca/studentwellbeing](http://www.ontario.ca/studentwellbeing).

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**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
NOVEMBER 22, 2016**

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
OCSTA NOVEMBER 14, 2016 MEMORANDUM – FALL  
ECONOMIC STATEMENT**

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November 14, 2016

**TO:** Chairpersons and Directors of Education  
- All Catholic District School Boards

**FROM:** Stephen Andrews, Director of Legislative and Political Affairs

**SUBJECT:** **Fall Economic Statement**

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On Monday November 14, the Minister of Finance delivered his Fall Economic Statement. The statement and background documents highlight a number of programs and investments the government has made over the course of 2016. The overall theme is “building Ontario up for everyone”, and the focus is on those investments and policy decisions that impact the cost of living in Ontario. For example, the Minister reiterated the commitment to remove the HST on residential electricity bills as of January 1, 2017. The Economic Statement also forecasts a balanced budget by 2017-2018.

In terms of specific commitments impacting school boards, the Minister of Finance announced:

- Investments of \$65.5 million in 2016-2017 to support the creation of roughly 3,400 new licensed child care spaces. This is the first step in the government’s plan to create 100,000 new spaces by 2022.
- Providing \$12 billion over the next ten years in the education sector to build infrastructure and create contemporary learning environments for students.

The Statement also outlines a number of specific commitments that have been made in 2016 that include:

- Investing \$60 million to implement a **renewed math strategy**, which includes 60 dedicated minutes per day of math learning time in Grades 1 to 8.
- An additional **\$1.1 billion** over two school years to improve existing school infrastructure across Ontario.
- The creation of 29 new schools across Ontario.

For further information, please see the attached background document on “Helping Early Learners, Students and Workers” and the Minister’s speech to the Ontario Legislature.

If you have any questions, please contact Steve Andrews at [sandrews@ocsta.on.ca](mailto:sandrews@ocsta.on.ca)

*Attachment*

BACKGROUND – November 14, 2016

**BUILDING ONTARIO UP FOR EVERYONE**

2016 ONTARIO ECONOMIC OUTLOOK AND FISCAL REVIEW



## Helping Early Learners, Students and Workers

Ontario is committed to helping everyone develop the skills necessary to succeed in the knowledge-based economy, from investing in child care and early learning programs to expanding access to postsecondary education and training. Providing an excellent education, from kindergarten through to postsecondary, and making advanced education and skills training accessible to all, will give the next generation more opportunities in life.

### Ontario's Actions

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**Announced today:**

- Ontario is investing \$65.5 million this school year to support the creation of approximately 3,400 new licensed spaces for infants, toddlers and preschoolers, as a first step to creating [100,000 additional child care spaces](#) by 2022.

- ☀ Transforming student financial assistance through the new Ontario Student Grant, which will make average tuition free for more than 150,000 postsecondary students. In addition, more than 50,000 students from families earning over \$50,000 in annual income will receive increased grants.
- ☀ Ending fees for child care waitlists, improving access to child care and helping families in their everyday lives.
- ☀ Providing an additional \$1.1 billion over two school years to improve existing school infrastructure across Ontario, which will benefit more than 2,100 schools with repair and renewal projects, in addition to many other smaller projects.
- ☀ Building three new postsecondary sites in York, Peel and Halton Regions to support students with new learning options in their communities.
- ☀ Expanding five existing child and family programs on reserve in M'Chigeeng First Nation, Nibinamik First Nation, Six Nations of the Grand River, Walpole Island First Nation and Wikwemikong Unceded Indian Reserve.

- ☀ Investing \$60 million to implement a [renewed math strategy](#), which includes 60 dedicated minutes per day of math learning time in Grades 1 to 8.
- ☀ Investing \$3 billion over the next 10 years to improve postsecondary infrastructure and expand access to high-quality college and university education.
- ☀ Launching the [Youth Job Link](#) to help young people ages 15 to 29 plan their careers, prepare for the labour market and connect to job opportunities.
- ☀ Investing \$3.4 million over two years in the [Ontario Bridge Training program](#) to help internationally trained new Ontarians find jobs that match their skills and experience through 11 new bridge training projects.
- ☀ Implementing an integrated [Highly Skilled Workforce Strategy](#) to bridge education, training and skills development with the demands of an evolving economy.

## Going Forward

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- ☀ Providing \$12 billion over the next 10 years in the education sector to build infrastructure and create contemporary learning environments for students.
- ☀ Collaborating with the federal government, colleges and universities to implement the [Post-Secondary Institutions Strategic Investment Fund](#), which will lead to investments of more than \$1.9 billion in research, innovation and training infrastructure at Ontario postsecondary institutions.
- ☀ Launching SkillsAdvance Ontario, a sector-focused pilot to provide employers with access to job-ready, skilled workers and to offer job seekers sector-focused employment and training services.
- ☀ Working closely with the federal government to ensure that renewed labour market agreements are better able to meet the training needs of Ontarians.



# BUILDING ONTARIO UP FOR EVERYONE



## 2016 ONTARIO ECONOMIC OUTLOOK AND FISCAL REVIEW



The Honourable  
**CHARLES SOUSA**  
Minister of Finance

*Statement*



# **BUILDING ONTARIO UP FOR EVERYONE**

2016 ONTARIO ECONOMIC OUTLOOK AND  
FISCAL REVIEW



The Honourable  
**CHARLES SOUSA**  
Minister of Finance

Check Against Delivery  
**STATEMENT**

For general inquiries regarding the *Building Ontario Up for Everyone: 2016 Ontario Economic Outlook and Fiscal Review, Statement*, please call:

Toll-free English & French inquiries: 1-800-337-7222

Teletypewriter (TTY): 1-800-263-7776

For electronic copies of this document, visit our website at [ontario.ca/fallupdate](http://ontario.ca/fallupdate)

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et revue financière de l'Ontario 2016, Documents d'information*



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## Introduction

Mr. Speaker, I rise to present the *2016 Ontario Economic Outlook and Fiscal Review*.

All of us in this Chamber seek to improve the lives of people across Ontario.

To respect their hard work.

Our actions today are building a better future.

People across our province got up this morning ...

Went to school or work or volunteer ...

They're making a difference.

And they're doing their part to make our Province stronger.



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## Our Plan

Mr. Speaker ... people from all over our great province are building Ontario up, but not alone.

They expect government to do its part, too.

Our role in this legislature is to foster more opportunity for them.

When we support one person, it makes their life a little bit easier.

And when we do that ... in the lives of 14 million Ontarians ...

It makes our economy stronger — it makes our future more prosperous.

Mr. Speaker, our plan is about helping everyone to succeed.

It's about helping moms and dads get to work and back home, safely and quickly ...

It's about helping businesses to grow our economy and create jobs.

It's about offering kids a promising future with great schools, colleges and universities.

It's about ensuring that everyone has high-quality health care at a hospital or at home.

Mr. Speaker, all of us share a desire to improve Ontarians' quality of life.

It is why we support the public services and programs that they rely on.

And, Mr. Speaker, in order to afford those critical services and programs, we must remain on track and be disciplined in balancing the budget next year ... and thereafter.





## Fostering a More Innovative and Dynamic Business Environment

Mr. Speaker ...

Our role is to help create the conditions for our businesses to be competitive.

To enable them to create an innovation-driven, entrepreneurial economy.

To help Ontario firms become global leaders and exporters.

To help companies take advantage of expanding export markets and the emerging low-carbon economy.

Clean tech is one of many sectors of Ontario's growing and diversified economy.

Many of our clean tech companies got their start when Ontario cut coal and switched to clean electricity, becoming a world leader in emissions-free power.

Ontario's Climate Change Action Plan will invest proceeds from cap-and-trade directly to green projects ... helping more businesses and households save on energy.

From advanced manufacturing to food processing to mining to biotechnology ...

Ontario has many great success stories, and we want more of them.

So today, in keeping with our Business Growth Initiative, we are announcing \$32.4 million over four years to help more small and medium-sized enterprises grow into larger, export-oriented firms under Ontario's scale-up voucher program that tailors support for high-impact companies.

Because we know that strengthening our companies results in more jobs and opportunities.



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Mr. Speaker, we are also staying at the forefront of financial technology. It is reshaping Ontario's traditional financial services sector, our second largest industry.

By embracing fintech and its disruptive technologies, we can maintain our position as a global leader in the financial services sector.

We recognize that our regulatory bodies need to evolve to ensure companies are not unduly burdened, while protecting consumers and investors.

So today, we are also announcing further details of our plan to establish the new Financial Services Regulatory Authority.

This will be an independent regulator that will modernize regulation of financial services and pensions. It will be more consumer-focused and offer improved protection for customers, investors and pension-plan beneficiaries.



## Building Tomorrow's Infrastructure Now

Mr. Speaker, Ontarians lead busy lives.

Parents rush in the morning to get their kids ready for school or child care.

And many fight traffic on their way to work.

We want to help them get to work and back home faster and safely.

Some start their commute on local roads or at their neighbourhood bus stop.

Many rely on the 400-series highways.

In a few years, many Ontarians will have easier commutes thanks to our investments in Moving Ontario Forward.

In the Greater Toronto and Hamilton Area, they'll be able to use new subways, LRT and expanded GO services — all closer to home.

In the meantime, new construction continues to improve the 401 ... the new 407 extension is underway ... and Highway 69 between Sudbury and Parry Sound is being expanded.

In small and rural communities, we're building and repairing roads, bridges and other critical infrastructure.

Helping goods get to market quickly is key.

It's part of our plan to make the largest public infrastructure investment in our province's history.

More than \$160 billion is being invested over 12 years ... supporting more than 110,000 jobs on average each year.

From Windsor to Stratford to Cornwall.

From Thunder Bay to Sault Ste. Marie to Niagara.



## Investing in People's Talents and Skills

Mr. Speaker ...

This morning, 260,000 kids went to full-day kindergarten — right across our province.

My three kids are older now, but I remember how at times it was not always easy to get them out the door.

I am sure it wasn't easy for some parents.

No doubt, someone didn't want to get up.

Or felt that their sweater was too itchy.

Or worse ... one of them forgot their item for show and tell.

But when they got to school ... and saw their friends ... and their teachers ... their day got better.

And so did their parents' day.

Full-day kindergarten is giving them a stronger start in school and in life.

And to help even more families give their kids a great start in their early years, we will be creating 100,000 new licensed child care spaces within the next five years.

In fact, Mr. Speaker, we are proud to announce today that \$65.5 million will be invested in this school year to support the creation of 3,400 spaces to get it started.

Mr. Speaker, we are committed to supporting all children.



That is why we increased support for families living with autism in the *2016 Budget*.

Ontario's new autism program will provide all children, regardless of age, with more flexible services based on their unique needs.

As well, Mr. Speaker, over 150,000 students will head to college or university next September without worrying about tuition costs.

Whether at La Cité collégiale in Ottawa or Lakehead University in Thunder Bay.

From St. Clair College in Windsor to Queen's University in Kingston ....

Thanks to the new Ontario Student Grant, their tuition will be more affordable ...

And for many, it will be free.

This is an investment in our future, building opportunity for more people.

Mr. Speaker, we choose to invest in our children and in our schools.

That's why, just this year, we are opening 29 new schools ... creating stronger communities and serving the needs of Ontario families.

We chose to prepare people of all ages for success in a changing workforce.

It's critical to Ontario's growth and competitiveness.

That includes Ontario's new Highly Skilled Workforce Strategy to help our people get the skills and credentials they need for the jobs they want ...

And further attract more businesses to invest in Ontario, confident that we have the best and the brightest.



## Health Care

Mr. Speaker, one of Ontario's strengths and a priority for families is our publicly funded, high-quality health care system.

We introduced our Patients First legislation to ensure that our health care continues to improve.

We are supporting our dedicated teams to tackle mental health and addictions with increased resources.

We are proud of our caring practitioners who are helping to expand immunization protection and extending support for pregnancy and infant loss.

We understand the importance of specialized care for families in need.

That's why we improved access to high-quality cardiac services through a \$162 million investment in the University of Ottawa Heart Institute.

Universal health care is critical to all of us.

And that's why ... today, Mr. Speaker ... we are announcing that Ontario's public hospitals will receive an additional \$140 million in funding this year.

That means that every public hospital in the province will have more resources to better support patients and reduce wait times.

This is above the \$345 million announced in the *2016 Budget* for hospital operating costs.

Furthermore, Mr. Speaker, we are building new hospitals.

To better serve local communities right across the province, we are building, expanding or renovating 37 hospitals on top of the 20 projects that have been completed since 2013.

Mr. Speaker, building modern hospitals is key to meet the demands of today and tomorrow.



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## Strengthening Retirement Security

Mr. Speaker, tens of thousands of young people across the province are at the beginning of their careers.

Many are on contract or at small businesses and they don't benefit from a workplace pension plan.

For many, it's hard to start saving for the future.

That's why we are strengthening retirement security.

And taking steps to modernize existing pension plans.

Our work on the Ontario Retirement Pension Plan was the catalyst in reaching a national consensus to enhance the Canada Pension Plan this past summer.

This extraordinary national agreement would not have been possible without the inspired leadership and the tenacity of our Premier, Kathleen Wynne.

Her efforts will significantly improve retirement security for future generations.



## Improving Housing Affordability

While retirement may not be top of mind for many young people today, their ability to own a home is becoming a concern in today's real estate market.

Purchasing your very first home is one of the most exciting decisions in a young person's life.

But many are worried about how they will be able to afford their first condo or house.

So Mr. Speaker, we're announcing today that, as of January 1, 2017... we are proposing to double the maximum Land Transfer Tax refund for first-time homebuyers to \$4,000.

For many, this will mean no Land Transfer Tax on the purchase of their first home.

We will also be modernizing the Land Transfer Tax system for the first time in a generation.

The housing market is an important source of economic growth and employment in Ontario.

And improving housing affordability will help more Ontarians to participate.





## A Fair Society and Helping People in their Everyday Lives

Changing times are impacting how Ontarians work, live and conduct business.

Our commitment to building a fair society is also about inspiring growth that is more inclusive.

To lift people out of poverty...

And ensure we all reach our full potential.

That is why we are developing a Basic Income Pilot...

As well as addressing the gender wage gap.

It is why we are helping refugees settle in Ontario.

It is why we support reconciliation with Indigenous peoples.

Taking action to help people in their everyday lives is important to all of us,  
Mr. Speaker.

We are all concerned about rising costs.

So we took action.

Starting in January 2017, we will rebate an amount equal to the eight per cent provincial portion of the HST on residential electricity bills ... helping five million families, small businesses and farms.



## Path to Balance

Mr. Speaker, those are just some of the aspects of our plan to grow the economy and create jobs.

Our plan is working.

Over the last two years, our economy has grown by 5.3 per cent.

Last year, our growth was double the national average.

In fact, for the first quarter of this year, Ontario's growth was faster than that of the United States and the G7.

More than 641,000 net new jobs have been created since the depths of the 2008 global recession.

The majority of these jobs are full time, in the private sector, and in above-average wage industries.

The unemployment rate is at an eight-year low.

These are positive signs of economic growth, but we know global challenges continue to exist.

And we must continue to be prepared.

But our goal has always been clear.

We have never wavered from our fiscal plan ... to balance the budget.

The *2015–16 Public Accounts of Ontario* confirmed that the deficit projection was a \$3.5 billion improvement compared to the 2015 Budget plan.



It was the seventh year in a row that we have beaten our deficit target.

And, Mr. Speaker ... I am pleased to confirm today that, consistent with the *2016 Budget*, Ontario's deficit for 2016–17 is projected to be \$4.3 billion ... on target — on plan.

We will balance the budget in 2017–18 and remain balanced in 2018–19, as scheduled.

It's not going to be easy.

But we will continue to make strategic investments to grow our economy ...

And we will make the right choices to bring Ontario to balance.

## Conclusion

Mr. Speaker... I began this speech by talking about our common desire to ensure a bright future for all Ontarians.

I believe if we go around this room ...

Or go outside ...

And we ask the people of Ontario ...

What are your hopes?

What are your dreams for your children or your grandchildren?

What is most important to you?

I think we would hear a common theme.



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No matter your faith ...

No matter your culture ...

Or your heritage, or your party ...

We all want the same things.

Jobs that fulfil us.

Universal health care when we need it.

Strong public education that enables us.

A good quality of life for our families.

We may disagree on the means ... and in this Chamber, we often do robustly.

But for each of us, the ends are the same.

People go about their business across this province to better their lives.

And improve the lives of those they love.

So every day, in this place, we will work to support them.

To support each other ...

In building Ontario up.

Thank you, Mr. Speaker.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
NOVEMBER 22, 2016**

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
CCSTA 87<sup>TH</sup> ANNUAL GENERAL MEETING & CONFERENCE –  
APRIL 27-29, 2017**

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Ontario Catholic School  
Trustees' Association



OUR VOICE ~ OUR MESSAGE ~ OUR FUTURE

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87th Annual General Meeting & Conference

APRIL 27 ~ 29, 2017

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International Plaza Hotel & Conference Centre  
655 Dixon Rd, Toronto, ON M9W 1J3

*Co-Hosted by the York Catholic District School Board*

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## Dates to Remember

January 20, 2017 12:00 pm (EST)	Deadline for <i>Trustee Award of Merit</i> nominations.
January 20, 2017 12:00 pm (EST)	Deadline for <i>Student Trustee Alumnus Award</i> nominations.
January 31, 2017 12:00 pm (EST)	Deadline for receipt of Annual General Meeting Resolutions from Boards.
March 17, 2017	Deadline for Early Bird registration discount. Full payment must be received in the OCSTA office by this date in order to receive the discounted rate. No exceptions.
March 24, 2017	Cancellation deadline for full refund of registration fees. See "Cancellations" for more information regarding refunds.
April 7, 2017	Cancellation deadline for full refund of purchased Annual Dinner Ticket(s).
April 7, 2017	Deadline for booking rooms at the International Plaza Hotel within the discounted OCSTA block. See "Important Hotel Policies" for information regarding fees and cancellation penalties.
April 7, 2017 9:00 am (EST)	Deadline for Nominations: OCSTA Regional Director - Regions 1, 2, 3, 4, 5, 9, 10 & 11.
April 26, 2017 9:00 am (EST)	Deadline for receipt of Proxy Forms at the OCSTA office.
April 28, 2017 9:00 am (EST)	All proxy badges must be collected from the OCSTA Registration Desk. Proxies not collected by the deadline will be deemed invalid.



# Delegate Registration Information

## Conference Registration Fees

**Early Bird Fee** (until March 17, 2017)  
\$665.57 (\$589.00 + \$76.57 HST)

**Full payment must be received in the OCSTA office by this date in order to receive the discounted rate. No exceptions. Please allow sufficient time for your payment to be processed by your accounting department and delivered to OCSTA.**

**Regular Fee** (after March 17, 2017)  
\$733.37 (\$649.00 + \$84.37 HST)

**Student Trustee Fee**  
\$395.50 (\$350.00 + \$45.50 HST)

**Additional Annual Dinner Ticket**  
\$101.70 (\$90.00 + \$11.70 HST) – *includes gratuities*

Delegate registration fees include admission to all sessions, receptions and meals, including breakfasts, lunch and the Annual Dinner.

## Registration

For on-line registration, please click [here](#).

**Please make cheques payable to**  
**OCSTA**  
Attn: Camille Martin  
1804 – 20 Eglinton Avenue West  
Box 2064  
Toronto, ON M4R 1K8

**Note:** There is no cost for attending the business session only. However, meals are not provided and individuals must register before **April 14, 2017**. Requests for a reduction in fees for partial attendance will not be accepted.

**Business Sessions consist of:**

- Nominations report (if required)
- President's address
- Introduction of and address by candidates (if required)
- Presentation of Audited Financial Statements
- Resolutions session(s)
- Report of the returning officer re: election(s) (if required)

## Name Badges

Name badges are required for admission to all AGM & Conference functions. Delegates are asked to wear their name badges at all times.

## Conference Package & Event App

OCSTA will once again be using a mobile application or "app" for our event. The event app can be viewed on any device with an internet connection. There will not be a printed program. **Information and instructions for downloading the app can be found on page 5.**

The conference package will be distributed to delegates at the event and will contain:

- Resolutions package
- Copy of auditor's report
- Other material as appropriate.

## Cancellations

**Registration Fees:**

**Up to March 24, 2017** – full refund

**March 25 to March 30, 2017** – 25% of the registration fee will be charged.

**March 31 to April 7, 2017** – 50% of the registration fee will be charged.

**After April 7, 2017** – no refund, under any circumstances will be issued – substitutions are welcomed.

**Additional Annual Dinner Ticket:**

A full refund will be issued for cancellations received by **April 7, 2017**. After that date, no refunds will be issued, but substitutions are welcomed.

All cancellations must be submitted in writing to Camille Martin at [cmartin@ocsta.on.ca](mailto:cmartin@ocsta.on.ca).

## Ministry of Education Support for Student Trustee Participation

Please note that the Ministry of Education will once again be providing financial support to help offset the registration, travel and accommodation costs associated with student trustee registrations.

## Hotel & Meals

### Hotel Reservations and Room Rates

The International Plaza Hotel & Conference Centre has set aside a block of rooms for delegates and guests attending the OCSTA 2017 AGM & Conference, starting at the discounted rate of \$142 + applicable taxes.

If anyone wishes to extend their time in the area, the above nightly rates will also apply to pre- and post-event dates and will be based on availability.

In order to ensure that all delegates are accommodated, please reserve only the rooms that your board actually needs. Those booking rooms should already be registered for the AGM & Conference.

Boards are asked to make room reservations directly with the hotel by clicking [here](#) or by calling 416-244-1711 or 1-800-668-3656. When booking, be sure to identify yourself as an OCSTA delegate (Group Code: OCS\_001) to secure the group discount rate.

The deadline date for booking rooms is April 7, 2017. After this date, rooms will be released to the public and offered only through general availability.

#### **IMPORTANT HOTEL POLICIES:**

- **Booking**
  - *A valid credit card is required at the time of booking to guarantee individual reservations.*
- **Late check-out and early departure fees**
  - *Early departure fee (check-out prior to the original departure date) = \$50.00.*
  - *Late departure fee (check-out between 12:00 pm – 3:00 pm) = \$50.00.*
  - *Late departure fee (check-out between 3:00 pm – 7:00 pm) = \$89.00.*
- **Cancellation**
  - *Guests may cancel their reservation by 6:00 pm on day of arrival without penalty*
  - *If cancellations are made after 6:00 pm day of arrival, guest will forfeit one night room and tax.*
- **Check-in: 3:00 pm**
- **Check-out: 12:00 pm**

### Meals & Receptions

Our Conference receptions provide wonderful opportunities to meet other trustees and colleagues from across the province. There will be three receptions held during the conference.

The registration fee for delegates covers the cost of all meals offered during the OCSTA AGM & Conference.

The following is a summary of the receptions and meals planned for OCSTA's AGM & Conference.

**NOTE: Times listed below are subject to change.**

#### **April 27**

- **Meet & Greet (5:30 pm – 7:00 pm)**  
*Heavy hors d'oeuvres, cash bar*
- **Opening Reception (8:30 pm – 9:30 pm)**  
*Cash bar*

#### **April 28**

- **Delegate Breakfast (7:30 am – 8:30 am)**
- **Delegate Lunch (12:45 pm – 1:45 pm)**
- **Annual Dinner Reception (7:00 pm)**
- **Annual Dinner (7:30 pm)**

#### **April 29**

- **Delegate Breakfast (7:45 am – 8:45 am)**

If you have any special dietary needs (not preferences), please notify Margaret Binns, OCSTA Director of Administrative Services, at [mbinns@ocsta.on.ca](mailto:mbinns@ocsta.on.ca) by no later than April 7, 2017.

## Eucharistic Celebration

The Eucharistic Celebration will be held at 5:30 pm on Friday, April 28, 2017, at Transfiguration of Our Lord RC Church, 45 Ludstone Drive, Etobicoke, ON M9R 2J2.

## Business Sessions

### Nominations

Nominations are open for the position of [OCSTA Regional Director](#) in Regions 1,2,3,4,5,9,10 & 11.

A nomination form is available [here](#). Additional forms may be reproduced locally as required.

The deadline date for nominations is **9:00 am (EST) on April 7, 2017**.

A list of all nominations received in the OCSTA office by **April 7, 2017** will be distributed to all member boards no later than **April 10, 2017**.

If, however, no nominations for any of the positions are received at the Corporation Head Office within the time so limited, nominations shall remain open until but not later than two hours and fifteen minutes prior to the time fixed in the Notice of Meeting for the call to order of the first business session at the Annual Meeting.

### Voters' List

All trustees are deemed to be Trustee Members of the Association and are eligible to vote.

Your AGM & Conference badge must be worn at all times as it identifies your eligibility to vote.

### Proxy Votes

Trustee Members who cannot attend the Annual Meeting may appoint a proxy to vote on their behalf. We have outlined below some rules governing the appointment of proxies.

**NOTE:** No appointment as proxy shall entitle any individual to vote at any meeting of the Members unless the appointment:

- a. is in writing in the appropriate form set out herein;
- b. has been completed in all respects;
- c. has been witnessed by a Roman Catholic who has attained the age of eighteen years and who has completed the Declaration of Witness;
- d. has been delivered to the Head Office of the Corporation no later than 48 hours, excluding Saturdays and Holidays, before the meeting of the Members is scheduled to commence; and
- e. the individual has registered as proxy with the Registration Desk no later than 9:00 am on the day the meeting of the Members is to commence.

A proxy form is available [here](#). Additional forms may be reproduced locally as required.

The deadline date for receipt of Proxy Forms in the OCSTA office is 9:00 am (EST), April 26, 2017.

Should you have any questions, please contact Jane Ponte at [jponte@ocsta.on.ca](mailto:jponte@ocsta.on.ca) or call the OCSTA office at 416-932-9460, ext. 223.

### Resolutions

The resolutions process provides member boards with the opportunity to bring important issues that have provincial implications to the attention of all trustees in the province. Guidelines for preparing resolutions are available [here](#). The deadline date for receipt of resolutions in the OCSTA office is 12:00 pm EST, January 31, 2017.

Generally, voting at business sessions will be by a show of hands. Delegates carrying proxies must have and show a valid proxy badge. In the event that a recorded vote is needed, ballots will be distributed.

## Award Nominations

### Trustee Award of Merit

Click [here](#) to link to the memo and nomination form. Deadline: January 20, 2017, 12:00 pm EST.

### Student Trustee Alumnus Award

Click [here](#) to link to the memo and nomination form. Deadline: January 20, 2017, 12:00 pm EST.

## Suggested Spousal Activities

The International Plaza Hotel & Conference Centre offers such amenities as a pool, gift shop, spa, Starbucks, and several restaurants. Nearby attractions include shopping centres such as [Woodbine](#) and [Cloverdale](#), and restaurants such as The Keg Steakhouse & Bar, Mitaka Japanese Cuisine, and Graffiti's Italian Eatery.

Visit Downtown Toronto, where you will find shows, restaurants, sporting events, etc. A complimentary hotel shuttle will take you to Pearson International Airport, where you can board the UP (Union-Pearson) Express – please visit their [website](#) for more information.

## Download Your Guide to the AGM & Conference!

Once again, OCSTA is excited to be offering to all attendees the digital **EventMobi Guide** to the AGM & Conference.

The event app allows convenient, 24-hour access information about sessions, speakers, hotel reservations, conference registration, and much more!



### Here's how it works:

- Download the event app on any device that has an internet browser: (smartphone, tablet, laptop, desktop computer, etc.).
- Follow your device's instructions to add the app icon to your home screen.
- On the home page of the event app, click (or tap) images for the following features:
  - **Registration** (links to a conference registration form)
  - **Hotel Reservations** (links to the hotel reservation webpage)
  - **Agenda**
    - Session times, locations, and descriptions
    - Create your own calendar of sessions and events
  - **Speakers** (photos, bios)
  - **Attendees**
    - Create and personalize your profile and see those of other attendees
    - Text-message other attendees
  - **Sponsors** (see who's sponsoring our event, with links to websites)

Scroll down if you don't see all of these images on your screen.

- If you prefer, click or tap "Menu" to get these and other options in list format.

### How to Access our Mobile Event Guide:

- Go to <http://eventmobi.com/ocsta2017agm/> on your browser to instantly access your mobile event guide.

*Please note that there will not be a printed program at the AGM & Conference.*

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Ontario Catholic School  
Trustees' Association



OUR VOICE ~ OUR MESSAGE ~ OUR FUTURE

87th Annual General Meeting & Conference

APRIL 27 ~ 29, 2017

INTERNATIONAL PLAZA HOTEL & CONFERENCE CENTRE  
655 DIXON RD, TORONTO, ON M9W 1J3

## THURSDAY, APRIL 27

5:30 pm Room TBC	Registration
5:30 pm Room TBC	Meet & Greet Reception – Heavy Hor d'Oeuvres (Cash Bar)
7:00 pm Room TBC	Opening Liturgy <i>York CDSB</i>
7:30 pm Room TBC	Welcoming Remarks <i>Todd Lalonde</i> , Conference Chair, OCSTA <i>Patrick Daly</i> , President, OCSTA
7:40 pm Room TBC	Keynote Address: "The Role for Ontario Catholic Education Leadership Today" <i>Dr. John Milloy</i> , Former Ontario Cabinet Minister; Assistant Professor of Public Ethics, Wilfred Laurier University
8:40 pm Room TBC	Opening Reception (Cash Bar)

## FRIDAY, APRIL 28

7:30 am Room TBC	Registration
7:30 am Room TBC	Buffet Breakfast (Delegates Only)
8:30 am Room TBC	Morning Praise
8:45 am Room TBC	OCSTA President's Report <i>Patrick Daly</i> , President, OCSTA
9:20 am Room TBC	Nominations Report & Introduction of Candidates <i>Kathy Burntik</i> , Past President, OCSTA
9:40 am Room TBC	Presentation of Financial Report <i>Marino Gazzola</i> , Chair of Budget & Human Resources Committee, OCSTA
9:50 am Room TBC	Break
10:00 am Room TBC	Resolutions Session Chair: <i>Kathy Burntik</i> , Past President, OCSTA Parliamentarian: <i>Nadya Tymochenko</i> , Miller Thomson

## FRIDAY, APRIL 28 (CONTINUED)

10:00 am Room TBC	Student Trustees Workshop: TBC
11:45 am Room TBC	<b>Concurrent Workshops</b> ◆ "2018 Municipal Election Resources"
Room TBC	◆ "Demographic Trends Affecting Education Today"
Room TBC	◆ "School Board Governance – Best Practices"
Room TBC	◆ TBC
12:45 pm Room TBC	Elections
12:45 pm Room TBC	Buffet Lunch (Delegates Only)
12:45 pm Room TBC	Student Trustee Lunch & Workshop: TBC
1:45 pm Room TBC	<b>Regional Meetings</b> ◆ West
Room TBC	◆ Central
Room TBC	◆ North East & North West
Room TBC	◆ East
3:15 pm Room TBC	Break
3:30 pm	<i>The Honourable Mitzie Hunter</i> , Minister of Education (TBC)
4:00 pm	Report of the Returning Officer <i>Bill Gartland</i> , CDSB of Eastern Ontario
5:30 pm	Mass & Awards Ceremony <i>Transfiguration of Our Lord Roman Catholic Church</i> 45 Ludstone Drive / Etobicoke, ON M9R 2J2
7:00 pm	Reception (Cash Bar)
7:00 pm – 8:30 pm Room TBC	Silent Auction
7:30 pm Room TBC	Annual Dinner

## SATURDAY, APRIL 29

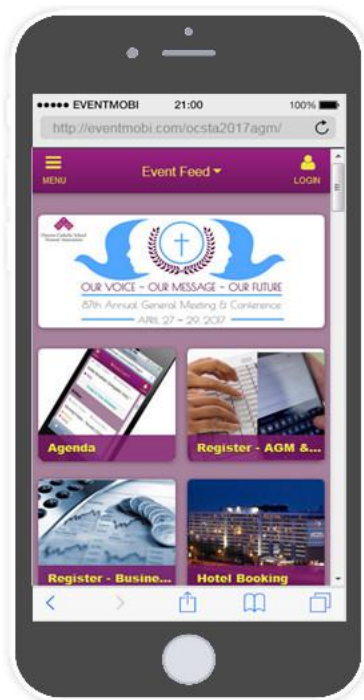
7:45 am Room TBC	Buffet Breakfast (Delegates Only)
8:45 am	Morning Praise <i>York CDSB</i>
9:00 am Room TBC	"The Legacy of Ontario Premier Bill Davis" <i>Steve Paikin</i> , Anchor, The Agenda with Steve Paikin
10:00 am Room TBC	Plenary session: TBC
11:00 am Room TBC	Closing Grand Prize Draw & Adjournment

Please note that sessions are subject to change.

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Ontario Catholic School  
Trustees' Association

September 15, 2016

**MEMO TO:** Chairpersons and Directors of Education  
Catholic District School Boards

**FROM:** Marino Gazzola, Chair, Resolutions Committee

**RE:** 2017 AGM & Conference Resolutions

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<b>PLEASE REVIEW THIS INFORMATION AT A MEETING OF YOUR BOARD</b>
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The OCSTA Annual General Meeting will once again offer an opportunity for delegates to consider and vote on all resolutions received from OCSTA members.

The study and processing of resolutions is one of the fundamental responsibilities of the Association. The resolution process provides member boards with the opportunity to shape the work of the Association by bringing important issues which have provincial implications to the attention of all trustees in the province.

During the year, important issues of a provincial nature that arise at the board level may be used to develop resolutions for OCSTA. Resolutions may be submitted to OCSTA any time up until the deadline of *January 31, 2017 (to be confirmed)*.

*Please Note:*

*OCSTA's Annual Finance Brief to the Minister and submission to the yearly Pre-Budget Consultation process serve as effective opportunities for advocacy regarding education funding issues. Boards are encouraged to submit education funding issues requiring Association action and advocacy by **Mid-October each year**. However, should a board prefer to use the AGM Resolutions process for funding issues with provincial implications, they are, of course, welcome to do so. Funding issues submitted through the resolutions process may be recommended for inclusion in the OCSTA Finance Brief the following year. **Resolutions may be submitted to OCSTA at any time up to the deadline of January 31, 2017.***

Attachments

- *Guidelines*
- *Template*
- *Explanation of Committee Recommendations & Resolution Procedures*
- *OCSTA Mission, Vision, Strategic Priorities*
- *Chart of 2016 Resolutions with AGM Decisions*
- *Related By Law Section 5.9 (Resolutions)*

# Guidelines for Preparing Resolutions

To improve the effectiveness of the resolution process, we ask boards to review the following guidelines.

Resolutions are your opportunity to shape the work of the Association by addressing problems, solutions or concerns, which affect Catholic education in Ontario. **A resolution approved by the membership at the Annual General Meeting calls for priority action by OCSTA and the commitment of OCSTA resources to address the particular issue outlined in the resolution.**

**A. All Resolutions will be reviewed by the Resolutions Committee and a Committee Recommendation will be added to each Resolution. Committee Recommendations will be guided by the following criteria.**

The resolution:

- a. Is in keeping with the Mission, Vision and Strategic Priorities of the Association.
- b. Is of a provincial nature and addresses an area of concern for the province's Catholic school boards is a matter that requires attention or action.
- c. Is written in language appropriate for province-wide consideration (language contained in resolutions is often incorporated into subsequent communications to the government or other relevant parties).
- d. Is accompanied by substantiated rationale.
- e. Does not deal with education funding issues.
  - OCSTA addresses education funding issues in the Annual Finance Brief to the Minister and submission to the yearly Pre-Budget Consultation. Boards are encouraged to submit education funding issues requiring Association action and advocacy **by the middle of October.**

**B. Steps in Preparing a Resolution**

1. Review the Mission, Vision and Strategic Priorities of OCSTA.
2. Identify the concern. Be sure the concern is a matter of **province-wide** scope.
3. Research and gather sufficient supporting background materials to substantiate the resolution. If the concern has been presented/dealt with in a previous resolution, review the outcome of that process to assess what changes in approach/additional information might be useful.
4. Write the resolution in the following proposed format taking care to ensure that:
  - a. Each "*Whereas*" is accompanied by adequate background material.
  - b. The "*Therefore be it Resolved*" directs OCSTA to take specific action.

**C. Writing A Resolution**

Structure

The resolution should be assigned a succinct title that identifies the problem or issue (or its proposed solution). There should be two parts to the resolution: a preamble followed by a resolving clause (or clauses).

1. Preamble

The preamble is a brief statement of background or rationale coming before the resolving clause(s). The purpose of the preamble is to provide information without which the point or the merits of a resolution are likely to be poorly understood.

Each clause in a preamble is written as a separate paragraph, beginning with the word "WHEREAS".



## 2. Resolving Clauses

A resolving clause indicates what action(s) is to be taken given the “WHEREAS” clause(s) in the preamble. If more than one action is being recommended, the “Therefore be It Resolved” portion should be divided into a), b), c), etc.

## 3. Submission Statement

Please include the following information in the submission statement.

[Mover’s Name]

[Secunder’s Name]

[Board Name]

[Topic]

## D. **Submission Deadline Date**

The **final** deadline date for receipt of resolutions in the OCSTA office is **12:00 p.m. EST, January 31, 2017**. We encourage boards to submit their resolutions at any time from September to January 2017 by email to Jane Ponte at [jponte@ocsta.on.ca](mailto:jponte@ocsta.on.ca).

## E. **Regulations**

Please see the attached current regulations regarding submission and presentation of resolutions at the AGM.

These guidelines and the enclosed template and the resolution session procedures have been provided as a reference that we hope you will find useful in preparing effective resolutions for your Association and Catholic education in Ontario.

# Template

Please **do not use** tables, text boxes or any type of graphic or letterhead. The type of font to be used in this document is **Times New Roman 12pt**.

The following example is taken from a Resolution dealt with at a previous AGM and is provided for your reference.

**Moved by:** [Mover's Name] [Board Name]

**Seconded by:** [Seconder's Name]

**Topic:** [e.g. Vacancies on School Boards]

---

**Whereas:** from time to time a vacancy occurs in the office of a member of the board; and

**Whereas:** according to Section 221(1) of the *Education Act*, the vacancy must be filled by either a by-election or by appointment; and

**Whereas:** boards choosing to appoint a new trustee will, most commonly, engage in an open and fair process of selection; and

**Whereas:** the *Education Act* requires that the process be fully completed within 60 days of the office becoming vacant; and

**Whereas:** the 60 day time period may encompass a part of the year (e.g. Christmas, summer months, March Break) when board operations and processes are reduced, thus making the timelines very tight and, potentially, unmanageable;

**Therefore be it Resolved that:**

OCSTA petition the Ministry of Education to review the section of the *Education Act* which relates to trustee vacancies with a view to extending the timeline by either increasing the number of days or altering the requirement that the process be completed within a designated number of regular school days.

*If you have any questions regarding this template please contact Jane Ponte either by telephone at 416-932-9460 ext. 223 or by e-mail at [jponte@ocsta.on.ca](mailto:jponte@ocsta.on.ca).*

## *Explanation of Committee Recommendations & Resolution Session Procedures*

Resolution sessions will be conducted using “**Robert’s Rules of Order**” and the provisions of the OCSTA Constitution. The chairperson of the session will ensure compliance with their rules.

### *Explanation of Committee Recommendations*

The **Resolutions** Committee will study the resolutions and offer recommendations on the best way to meet their intent. The recommendations and their implications are:

- i. **Approve**  
The direction given in the “therefore be it resolved” section of the resolution will be carried out.
- ii. **Approve and refer to the ..... committee for appropriate implementation.**  
The resolution will be forwarded to the designated committee for implementation.
- iii. **Receive and refer to the ..... committee for study.**  
The resolution will be forwarded to the designated committee for study. Following the study and receipt of the committee’s recommendation, the Board of Directors will determine whether or not the resolution will be implemented.
- iv. **Not approve**  
No action will be taken.
- v. **No recommendation**  
The committee is not making any recommendation with respect to the resolution.
- vi. **No action required**  
The intent of the resolution has been met. No further action will be taken.

### *Resolution Session Procedures*

Delegates wishing to speak to a resolution must go to one of the floor microphones and state their name and the name of the board they represent.

The mover of a resolution will have the opportunity to be the first and last to speak to that resolution. Other trustees may speak **once** to a resolution.

The chairperson may declare a motion out of order giving the reasons for doing so. The chairperson’s decision may be challenged by a majority vote of those voting delegates present **at the session** when the vote is called.

Voting will be by a show of hands. Delegates carrying proxies must have and show proper identification - i.e. proxy badge. Ballots will be provided in the event that a vote by ballot is called for.

**Note Re Quorum:** *A quorum for the transaction of business at any general meeting of Members shall consist of not fewer than forty (40) individuals entitled to vote, present in person.*

## ***Grouped Resolutions***

- a. the chair of the session will ask for a mover and seconder to approve the **grouping** of various related resolutions.
- b. the chair of the session will ask for movers and seconders for the committee recommendation for each group.
- c. delegates will vote on the committee recommendation for each group.

Delegates may request that any resolution(s) be removed from a “group” to be handled individually. These will be addressed when the group from which they have been removed has been dealt with.

## ***Resolutions Handled Individually***

*These will include resolutions removed from the groups, resolutions for which the committee has not made any recommendation and resolutions from the floor.*

### **A. Resolutions with committee recommendations**

1. The chair of the session will announce the resolution number and the name of the sponsoring board:
  - the chair will call for the sponsoring board to move and second **the committee recommendation;**
  - delegates will speak to the committee recommendation;
  - delegates will vote on the committee recommendation.
2. If the sponsoring board does not move the committee recommendation from the floor:
  - the chair will call for the sponsoring board to move their **original resolution;**
  - delegates will speak to the resolution;
  - delegates will vote on the resolution.
3. If the original resolution is not moved by the sponsoring board, the resolution will be withdrawn.

### **B. Resolutions without committee recommendations**

1. These resolutions will be handled as follows:
  - the chair will call for the sponsoring board to move their **original resolution;**
  - delegates will speak to the resolution;
  - delegates will vote on the resolution.
2. If the original resolution is not moved by the sponsoring board, the resolution will be withdrawn.

### C. Amendments from the Floor

Amendments made on the floor relate to the “therefore be it resolved” section of the resolution and **must be written out** and handed to the chairperson. The chairperson will consider the amendment and, if necessary, discuss it with the parliamentarian or others to ensure that it is clearly understood.

- the chair will **read** the amendment;
- delegates will speak to the amendment;
- delegates will vote on the amendment;
- delegates will vote on the resolution as amended.

If the amendment is defeated:

- delegates will be asked to speak to the original resolution;
- delegates will vote on the original resolution.

### D. Resolutions Presented from the Floor

After resolutions presented by the committee have been dealt with, other resolutions may be presented from the floor. The following rules apply:

- 2/3 of the voting delegates present at the session must consent to consider the resolution;
- sufficient copies of the resolution (and background material) must be provided for all those present at the resolution session;
- these resolutions will be handled as outlined above.



## Ontario Catholic School Trustees' Association

### Our Mission

*Inspired by the Gospel, the Ontario Catholic School Trustees' Association provides the provincial voice, leadership and service for elected Catholic school trustees to promote and protect publicly funded Catholic education in Ontario.*

### Our Vision

*Ontario is enriched by a publicly funded Catholic education system governed by locally elected Catholic school trustees who serve with faith, commitment and compassion.*

The Association's **Strategic Priorities** are as follows:

#### **1. Enhance Political Advocacy for Catholic Education**

- a. Strengthen current advocacy platform by building positive new relationships and reinforcing existing ones with groups like OAPCE, OCSOA, CWL, etc.
- b. Communicate and promote current messages about the value of Catholic education to our key target audiences: parents, students, politicians, teachers, alumni, parishioners, etc.

#### **2. Engage Trustees in an Enriched Development Program**

- a. Assess the current needs and interests of members to guide development of appropriate programming.
- b. Ensure OCSTA programming provides timely and relevant content to support trustees in their roles as advocates and spokespersons for Catholic education.

#### **3. Manage Human and Fiscal Resources to Effectively meet Changing Needs**

- a. Align the work of committees, staff and fiscal resources behind structures and initiatives that support the association's three key priorities.
- b. Ensure OCSTA is structurally aligned to successfully fulfill its role as the legislated Employer Bargaining Agent for all of Ontario's English Catholic District School Boards.

## 2016 OCSTA Resolutions Chart with AGM Decisions

#	Board	Topic	AGM Decision
A	OCSTA	Region Designation	Approve
B	OCSTA	Continuation of Support for FACE Project	Approve
1.	York	Information Technology Infrastructure	Approve
2.	Simcoe	Home, School, Church	Approve and refer to Catholic Education Committee ( <i>Catholic Education &amp; Trustee Enrichment Committee</i> )
3.	Simcoe	Negotiations	Approve and refer to Labour Relations Committee
4.	York	Earned Leave Plan	Approve and refer to Labour Relations Committee
5.	York	Employee Life & Health Trustee (ELHT) – Cost Base for Individual Boards	Approve and refer to Labour Relations Committee
6.	Dufferin-Peel	Funding Formula Reform and School Board Budget Reductions	Approve and refer to Legislation & Finance Committee ( <i>Political Advocacy Committee</i> )
7.	Dufferin-Peel	21 <sup>st</sup> Century Programs and Services for Students with Differing Abilities Including Diverse Learning Needs (e.g. – mental well-being and mental health challenges, transitions to meaningful employment)	Approve and refer to Legislation & Finance Committee ( <i>Political Advocacy Committee</i> )
8.	Simcoe	Trustee Outreach	Approve and refer to Legislation & Finance Committee ( <i>Political Advocacy Committee</i> )
9.	York	Special Education	Approve and refer to Legislation & Finance Committee ( <i>Political Advocacy Committee</i> )
10.	York	Sick Leave/Short Term Leave & Disability Plan	Receive and refer to Labour Relations Committee
11.	Dufferin-Peel	Pupil Accommodation Review Guidelines - Timelines	Receive and refer to Legislation & Finance Committee ( <i>Political Advocacy Committee</i> )
12.	Kenora	School Bus Transportation	Receive and refer to Legislation & Finance Committee ( <i>Political Advocacy Committee</i> )
13.	York	Canadian Dollar Exchange Rates	Receive and refer to Legislation & Finance Committee

2016 (15) OCSTA=2, Dufferin-Peel=3, Kenora=1, Simcoe=3, York=6

2015 (27) Brant=1, Dufferin-Peel=4, Huron Superior=4, Kenora=1, Ottawa=1, Renfrew=1, Simcoe=6, Superior North=1, Windsor=5

2014 (16): Algonquin=1, Eastern Ontario=1, Dufferin-Peel=6, Nipissing= 1, Northwest=1, Ottawa=3, Renfrew=1, Waterloo=1

2013 (16): Brant=1, Dufferin-Peel=2, London=1, Renfrew=1, Simcoe=1, Toronto=9, York=1

**Excerpt from  
Ontario Catholic School Trustees Association  
General Working By-law 2016-1**

**5. MEETINGS OF MEMBERS**

5.9 Resolutions from CDSB's

Any CDSB may submit a Resolution for consideration at an Annual Meeting to address any challenge or opportunity which affects Catholic education in Ontario, subject to the following:

- 5.9.1 each such Resolution shall have been received at the Head Office of the Corporation not less than sixty (60) days prior to the date of the Annual Meeting;
- 5.9.2 each such Resolution shall have been considered and reported upon by a Committee of the Board, or by the Board of Directors;
- 5.9.3 each such Resolution shall be circulated among all CDSB's not less than thirty (30) days prior to the Annual Meeting;
- 5.9.4 each such Resolution shall be included in the notice of the Annual Meeting; and
- 5.9.5 no such resolution shall be acted upon unless approved by a majority of the votes cast at an Annual Meeting.





Ontario Catholic School  
Trustees' Association

**Nomination Form for OCSTA Regional Director**  
**Region Numbers 1, 2, 3, 4, 5, 9, 10, 11**

**2017 AGM and Conference**

**Region # \_\_\_\_\_**

MOVED BY: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
*(Print Name)* *(Signature)*

BOARD: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
*(Print Name)* *(Signature)*

BOARD: \_\_\_\_\_

THAT \_\_\_\_\_ BOARD: \_\_\_\_\_  
*(Nominee's Name)*

BE NOMINATED FOR THE POSITION OF OCSTA DIRECTOR FOR THE PERIOD MAY 2017 TO THE CONCLUSION OF THE 2019 AGM & CONFERENCE.

I, \_\_\_\_\_ consent to stand for election to the above position.  
*(Signature of Nominee)*

**Deadline Date:** April 7, 2017 – 9:00 a.m. EST

Please submit to Jane Ponte ([jponte@ocsta.on.ca](mailto:jponte@ocsta.on.ca)).

*Attachment: OCSTA Board of Directors – Roles & Responsibilities*



## Ontario Catholic School Trustees' Association

### **OCSTA Board of Directors – Roles and Responsibilities**

OCSTA is a Not-For-Profit Corporation and is subject to the  
**Not-For-Profit Corporations Act**

The Board of Directors is the major decision-making body of the Association. This group manages the affairs of the Associations and consists of:

3 Table Officers: President, Vice President, Past President  
15 Regional Directors  
Executive Director  
Chaplain  
ACBO Liaison to OCSTA

Regional Directors and Table Officers are elected at the Annual General Meeting.

#### **The Board of Directors**

- Serves as the principal source of policy and political direction for the Association between Annual General Meetings.
- Approves amendments to the Constitution and By-Law which are then taken to the membership for approval at an AGM.
- Approves the annual Association budget and establishes membership and service fees.
- Selects OCSTA Award recipients.
- Establishes ad-hoc Work Groups, as required.
- Other responsibilities as adopted by the Board of Directors.

#### **Board of Directors' Meetings**

- 6 times per year (September, December, February, April (2), and June.
- May be called by the President at others times.
- Shall be convened by the Executive Director upon direction in writing of five Directors.

#### **Committee Meetings**

- There are currently 6 Standing Committees.
- OCSTA Regional Directors are required to sit on 2 of these committees.
- Committees meet approximately 3-6 times per year.
- Ad Hoc Committees may be established, as needed.

## **Regional Directors**

- Know and understand:
  - the issues currently under discussion at OCSTA;
  - the position of OCSTA on these issues; and
  - the position of boards (within their region) on these issues.
- Know the full range of services that are available from OCSTA for trustees and administrators and encourage the maximum use of OCSTA services.
- Engage and participate in meetings and Association events.
- Seek input and views from their respective regions and bring forward issues to the Board of Directors.
- Help to build member board commitment to OCSTA through liaison activities and information sharing with other trustees and member boards.
- Keep boards and trustees in their regions aware of OCSTA issues and initiatives, sharing available reports and position papers, as appropriate.
- Enhance communication between the Boards they represent and OCSTA by:
  - providing on a regular basis to boards in their regions, a report on OCSTA Board of Directors' meetings
  - encouraging boards to respond to OCSTA issues and discussion papers.
- Ensure that OCSTA is kept informed of important issues, events and needs of boards in their region.
- Respect and protect the confidentiality of matters discussed at the OCSTA board

## **Table Officers**

### The Role of the President

- Presides at all general meetings of the Association and at meetings of the Board of Directors
- Has general supervision of OCSTA's affairs
- Is an ex-officio member of all committees
- Is the official spokesperson for OCSTA

### The Role of the Vice President

- Presides at meetings of the Board of Directors in the absence of the President.
- Represents the Association in place of the President, as required.
- Any other duties, as determined by the President.

### The Role of the Past President

- Because of the immediate Past President's familiarity with Association operations and political priorities, this position fills an important role for the current President and the board.

### **Mission Statement**

*Inspired by the Gospel, OCSTA provides leadership, service, and a provincial voice for Catholic school boards in promoting and protecting Catholic education in Ontario.*



Ontario Catholic School  
Trustees' Association

## Appointment as Proxy by Catholic School Trustee

*Extra copies may be printed as required*

I, \_\_\_\_\_ hereby appoint  
(Please print trustee name)

\_\_\_\_\_  
(Please print proxy holder's name)

of the \_\_\_\_\_  
(Please print proxy holder's Board)

as a proxy to attend and vote on my behalf at the Annual General Meeting to commence on Friday, April 28, 2017, at 8:45 a.m. on such business as may come before the meeting, hereby revoking any proxy previously given.

I hereby certify that I am a Catholic School Trustee of the

\_\_\_\_\_  
(Please print name of school board)

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

### DECLARATION OF WITNESS

I, \_\_\_\_\_ hereby certify  
(Please print name of witness)

that I saw \_\_\_\_\_ sign  
(Please print trustee name)

this document, that it was completed in all respects at that time, and that I am a Roman Catholic and at least eighteen years of age and am not the person appointed proxy by this document.

Signature: \_\_\_\_\_

**NOTE:** No appointment as proxy shall entitle any individual to vote at any meeting of the Members unless the appointment:

- is in writing in the appropriate form set out herein;
- has been completed in all respects;
- has been witnessed by a Roman Catholic who has attained the age of eighteen years and who has completed the Declaration of Witness;
- has been delivered to the Head Office of the Corporation no later than 48 hours excluding Saturdays and Holidays before the meeting of the Members is scheduled to commence; and
- the individual has registered as proxy with the Registration Desk no later than 9:00 a.m. on the day the meeting of the Members is to commence.

**Deadline Date:** April 26, 2017 – 9:00 a.m. EST



## Ontario Catholic School Trustees' Association

### **OCSTA Board of Directors – Roles and Responsibilities**

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Chaplain  
ACBO Liaison to OCSTA

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- 6 times per year (September, December, February, April (2), and June.
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  - the position of OCSTA on these issues; and
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  - providing on a regular basis to boards in their regions, a report on OCSTA Board of Directors' meetings
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### The Role of the Past President

- Because of the immediate Past President's familiarity with Association operations and political priorities, this position fills an important role for the current President and the board.

### **Mission Statement**

*Inspired by the Gospel, OCSTA provides leadership, service, and a provincial voice for Catholic school boards in promoting and protecting Catholic education in Ontario.*



Ontario Catholic School  
Trustees' Association

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[ocsta@ocsta.on.ca](mailto:ocsta@ocsta.on.ca) [www.ocsta.on.ca](http://www.ocsta.on.ca)

Patrick Daly, *President*  
Beverley Eckensweiler, *Vice President*  
Nick Milanetti, *Executive Director*

September 26, 2016

**TO:** Trustees and Directors of Education  
– Catholic District School Boards

**FROM:** Margaret Binns, Director of Administrative Services

**RE:** **2017 OCSTA Trustee Award of Merit**

---

Boards or individual trustee members are encouraged to submit nominations for the 2017 OCSTA Trustee Award of Merit. This award recognizes Catholic trustees who have rendered exceptional service to Catholic education over the years.

The recipient(s) of the Trustee Award of Merit will be honoured during the Eucharistic Celebration on Friday, April 28, as part of the 2017 AGM & Conference.

Please see the attached guidelines and nomination form, as well as a list of past recipients of this award.

**The deadline for receipt  
of nominations in the OCSTA office is  
12:00 p.m. EST, Friday, January 20, 2017.**

# 2017 OCSTA Trustee Award of Merit: Guidelines

## NOMINATION ELIGIBILITY

- Only Ontario Catholic school trustees are eligible to receive this award.
- Nominations may be made by OCSTA member boards or individual trustees.
- A trustee may nominate another trustee who is not from his or her own board.
- Current members of the OCSTA Board of Directors are not eligible to receive this award.

## EVALUATION CRITERIA

This award is given to trustees who have demonstrated one or more of the following three criteria, given a weighted value in points totalling 100:

- The nominee has made a significant contribution to the Catholic education community while serving as a Catholic trustee. (50 points)
- The nominee has strong Catholic leadership qualities and gives witness to their faith commitment. (30 points)
- The nominee has served as a Catholic trustee for a significant period of time. Although this award is not a reward for long-term service, length of service will be taken into account. (20 points)

## REGULATIONS

- Nominations are reviewed at the February Board of Directors' meeting.
- The Board of Directors makes the selection from among all nominations.
- Up to three awards may be presented in any given year.

## NOMINATION FORMAT

- Nominations must be preceded by the Nomination Cover Sheet.
- The response for each of the criteria must **not** exceed one 8.5 x 11 double-spaced page or 400 words. Only information within the prescribed length will be considered.
- Within the prescribed length, please provide sufficient information about the nominee to permit the Board of Directors to make an informed choice.
- Submissions must be clearly legible.

## SUBMISSION METHOD AND DEADLINE

- Nominations may be submitted by email to Camille Martin at [cmartin@ocsta.on.ca](mailto:cmartin@ocsta.on.ca), or by mail, courier, or fax (416-932-9459).
- The deadline for the receipt of nominations in the provincial office is **12:00 p.m. EST, Friday, January 20, 2017**. The deadline is firm and will not be extended.



*“To their Catholic school trustees, families entrust hundreds of thousands of human lives with the capability, the possibility, and finally the promise of achieving human greatness. It is these small, fragile and ultimately marvellous lives that you as a trustee are called to serve.”*

*BECOMING A CATHOLIC SCHOOL TRUSTEE (OCSTA PUBLICATION)*

# Nomination Cover Sheet

## 2017 OCSTA Trustee Award of Merit

Name of Nominee: \_\_\_\_\_

Nominated by: \_\_\_\_\_

Board: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email: \_\_\_\_\_

Please provide details of the nominee's contributions to the Catholic education community that, in your opinion, exceed the community's expectations of a Catholic trustee. (50 points)

Please provide details of how this nominee's strong Catholic leadership qualities exemplify his/her faith commitment. (30 points)

The term of service will be taken into consideration. How long has the nominee served as a trustee? What positions has he/she held? (20 points)



Ontario Catholic School  
Trustees' Association

## OCSTA Award of Merit Recipients from 1974

YEAR	RECIPIENT
2016	<b>Norm Bethune</b> , Vice Chair, Bruce-Grey CDSB
2015	<b>Wilf Garrah</b> , Former Trustee, Algonquin & Lakeshore CDSB
2014	<b>John Gris�</b> , Former Trustee, Simcoe-Muskoka CDSB
2013	<b>Gerald Beerkens</b> , Huron-Superior CDSB <b>Betty-Ann Kealey</b> , Ottawa CSB
2012	<b>Mike Favreau</b> , Kenora CDSB
2011	<b>Bernard Murray</b> , Huron-Perth CDSB
2010	<b>Ronald Eamer</b> , CDSB of Eastern Ontario <b>Alice Anne LeMay</b> , Halton CDSB
2009	<b>Kathy Ablett</b> , Ottawa CSB
2008	<b>Ron Marcy</b> , Huron-Perth CDSB <b>Ken Adamson</b> , Dufferin-Peel CDSB <b>Donald Clune</b> , Toronto CDSB
2007	<b>Louise Ervin</b> , Waterloo CDSB
2006	<b>Joe Corey</b> , Durham CDSB <b>Barbara McCool</b> , Nipissing Parry Sound CDSB <b>Ed McMahan</b> , Toronto CDSB
2005	<b>Philip Colosimo</b> , Thunder Bay CDSB <b>Regis O'Connor</b> , Huron Superior CDSB <b>Ed Viana</b> , Halton CDSB
2004	<b>Patrick Daly</b> , Hamilton-Wentworth CDSB
2003	<b>Dave McCann</b> , Kenora CDSB
2002	<b>Donald Sunstrum</b> , Huron-Superior CDSB
2001	<b>Patrick Meany</b> , Dufferin-Peel CDSB
2000	<b>A. J. M. (Art) Lamarche</b> , Ottawa-Carleton CDSB
1999	<b>Robert Hubbard</b> , St. Clair CDSB <b>Joseph Kraemer</b> , London DSCB
1998	<b>Jacqueline Legendre-McGuinty</b> , Ottawa-Carleton RCSS Board <b>Tina Rotondi-Molinari</b> , York Region County RCSS Board

	<b>Donald Schrenk</b> , Halton County RCSS Board
1997	<b>Mary Hendriks</b> , Lincoln County RCSS Board <b>Rev. Tom Day</b> , Metropolitan Separate School Board
1996	<b>Monsignor Edward Boehler</b> , Metropolitan Separate School Board <b>Michael Kelly</b> , Ottawa RCSS Board <b>Ray Voll</b> , Waterloo Region RCSS Board
1995	<b>Fr. Carl J. Matthews</b> , Metropolitan Separate School Board <b>John Shrader</b> , London & Middlesex County RCSS Board
1994	<b>James V. Sherlock</b> , Halton County RCSS Board <b>Mary O. O'Connor</b> , Kirkland Lake-Timiskaming District RCSS Board <b>Roberta B. Anderson</b> , Ottawa RCSS Board
1993	<b>Jim Carpenter</b> , London & Middlesex County RCSS Board <b>Robert Flanagan</b> , Welland County RCSS Board <b>Paul Duggan</b> , Metropolitan Separate School Board
1992	<b>Dr. Angelo Albanese</b> , Welland County RCSS Board <b>Robert O'Brien</b> , Halton County RCSS Board <b>Charles (Chuck) Yates</b> , Waterloo Region RCSS Board
1991	<b>Joseph H. Duffey</b> , Frontenac-Lennox & Addington County RCSS Board <b>Bertram R. Garrett</b> , Frontenac-Lennox & Addington County RCSS Board <b>William J. Hillyer</b> , Bruce-Grey County RCSS Board
1990	<b>Robert Hall</b> , Dufferin-Peel County RCSS Board <b>Lillian O'Connor</b> , Hastings-Prince Edward County RCSS Board <b>Ferbie St. Cyr</b> , Kirkland Lake & Timiskaming District RCSS Board
1989	<b>Martha Joyce</b> , London-Middlesex County RCSS Board <b>Angus MacLellan</b> , Dryden District RCSS Board
1988	<b>Kathleen Nolan</b> , Hamilton-Wentworth County RCSS Board <b>Cecil Poirier</b> , Kenora District RCSS Board <b>William Winters</b> , Renfrew County RCSS Board
1987	<b>Gerry Meehan</b> , Dufferin-Peel RCSS Board
1986	<b>Rev. Raymond Durocher, O.M.I.</b> , Metropolitan Separate School Board <b>Frank Furlong</b> , Waterloo Region RCSS Board <b>John Hourigan</b> , Wellington County RCSS Board <b>James Jordan</b> , Lanark, Leeds & Grenville County RCSS Board <b>Dr. N. A. Mancini</b> , Hamilton-Wentworth County RCSS Board <b>B. E. Nelligan</b> , Metropolitan Separate School Board

	<b>Pat Whelan</b> , Lincoln County RCSS Board
1985	<b>Betty Biss</b> , Dufferin-Peel RCSS Board <b>Rev. Patrick H. Fogarty</b> , Metropolitan Separate School Board <b>T. T. Joyce</b> , York Region County RCSS Board <b>Phil McAllister</b> , Metropolitan Separate School Board <b>Chris Asseff</b> , Lakehead District RCSS Board
1984	<b>Gerald E. Dwyer</b> , Windsor-Essex County RCSS Board <b>Frank E. Shine</b> , Durham Region RCSS Board <b>Archbishop J.L. Wilhelm</b> , Frontenac-Lennox & Addington County RCSS Board <b>Archbishop Philip F. Pockock</b> , Metropolitan Separate School Board
1983	<b>Lorne Charbonneau</b> , Kirkland Lake & Timiskaming District RCSS Board <b>A.F. (Al) Dunn</b> , Elgin County RCSS Board <b>C.F. Gilhooly</b> , Ottawa RCSS Board <b>Carl Mundy</b> , Lambton County RCSS Board
1982	<b>Sr. Emeline Forbes</b> , Windsor-Essex County RCSS Board <b>Rev. Ken A. Burns</b> , Welland County RCSS Board <b>Mary Cowley</b> , Lambton County RCSS Board <b>Joseph Hugel</b> , Dufferin-Peel RCSS Board <b>Monsignor Percy Johnson</b> , Metropolitan Separate School Board <b>Rev. Cornelius Siegfried</b> , Waterloo Region RCSS Board <b>Les Silaj</b> , North Shore District RCSS Board
1981	<b>Aime Arvisais</b> , Ottawa RCSS Board <b>John Trepanier</b> , Brant, Haldimand & Norfolk County RCSS Board <b>Janis Bunkis</b> , North of Superior District RCSS Board <b>Rev. L.P. Casartelli</b> , Hastings-Prince Edward County RCSS Board <b>Dr. Joseph W. Fyfe</b> , Sudbury District RCSS Board <b>Albert (Al) Klein, Q.C.</b> , Nipissing District RCSS Board
1980	<b>Almon Doolan</b> , Frontenac-Lennox & Addington County RCSS Board <b>John Pearson</b> , Lincoln County RCSS Board <b>Alexander Kuska</b> , Welland County RCSS Board
1979	<b>Rev. Blake Ryan</b> , Wellington County RCSS Board <b>Nicholas Marino</b> , Lincoln County RCSS Board <b>Rita Desjardins</b> , Ottawa RCSS Board <b>A.C. Thompson</b> , Dufferin-Peel RCSS Board <b>Rosario Paquet</b> , Nipissing District RCSS Board <b>Robert Butler</b> , Huron-Perth County RCSS Board
1978	<b>Monsignor Charles Colgan</b> , Hamilton-Wentworth County RCSS Board



	<p><b>Dr. John Andrachuk</b>, Metropolitan Separate School Board  <b>Jean Paul Parent</b>, Cochrane-Iroquois Falls, Black River-Matheson District RCSS Board  <b>Daniel Murawksy</b>, Waterloo Region RCSS Board  <b>Sylvia Brown</b>, Windsor-Essex County RCSS Board  <b>Eugene Jacobs</b>, York Region RCSS Board  <b>Dr. Bernard Nolan</b>, Windsor-Essex County RCSS Board</p>
1977	<p><b>Edward J. Brisbois</b>, Metropolitan Separate School Board  <b>James Copeland</b>, London &amp; Middlesex County RCSS Board  <b>Eileen Coombs</b>, London &amp; Middlesex County RCSS Board  <b>Sr. Bernadette Boivin</b>, Kirkland Lake-Timiskaming District RCSS Board  <b>Joseph Donihee</b>, Frontenac-Lennox &amp; Addington County RCSS Board  <b>John Johnson</b>, Windsor-Essex County RCSS Board  <b>Morgan O'Connor</b>, Durham Region RCSS Board  <b>Monsignor Delaney</b>, Lincoln County RCSS Board  <b>Rev. Francis Grant</b>, Peterborough Victoria Northumberland &amp; Newcastle County RCSS Board  <b>Rev. Bernard Cox</b>, Hamilton-Wentworth County RCSS Board</p>
1976	<p><b>Joseph Gruzleski</b>, Wellington County RCSS Board  <b>Joseph Mahoney</b>, Lakehead District RCSS Board  <b>Millard McGill</b>, Bruce-Grey County RCSS Board</p>
1975	<p><b>George Charron</b>, Lincoln County RCSS Board  <b>J. Lamarche</b>, Frontenac-Lennox &amp; Addington County RCSS Board</p>
1974	<p><b>T. Meyers</b>, Hamilton-Wentworth County RCSS Board  <b>T. Melady</b>, Metropolitan Separate School Board  <b>A. Eastdaile</b>, London-Middlesex County RCSS Board</p>

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Ontario Catholic School  
Trustees' Association

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Patrick Daly, *President*  
Beverley Eckensweiler, *Vice President*  
Nick Milanetti, *Executive Director*

September 28, 2016

**TO:** Trustees and Directors of Education  
– Catholic District School Boards

**CC:** Student Trustees  
– Catholic District School Boards

**FROM:** Margaret Binns, Director of Administrative Services

**RE: 2017 OCSTA Student Trustee Alumnus Award**

---

OCSTA is pleased to announce the creation of the Student Trustee Alumnus Award, designed to recognize the achievements of former student trustees and celebrate the positive impact of Catholic education on their lives and the communities they reach.

Boards or individual trustee members are encouraged to submit nominations for the 2017 OCSTA Student Trustee Alumnus Award.

The recipient of the Award will be honoured during the Eucharistic Celebration on Friday, April 28, as part of the 2017 AGM & Conference.

Please see the attached guidelines and nomination form.

**The deadline for receipt  
of nominations in the OCSTA office is  
12:00 p.m. EST, Friday, January 20, 2017.**



Ontario Catholic School  
Trustees' Association

## 2017 OCSTA Student Trustee Alumnus Award: Guidelines

The OCSTA Student Trustee Alumnus Award recognizes exceptional achievement in any field—vocational or voluntary—and positive Catholic values reflective of the characteristics described in the Ontario Catholic School Graduate Expectations.

This provincial recognition is given to no more than one former Student Trustee each year and need not be awarded on an annual basis. In establishing this award, OCSTA seeks to celebrate the positive impact of Catholic Education on the lives of student trustees and the communities they reach after graduation.

### Eligibility

- The nominee must be a former Catholic school Student Trustee.
- The nominee must have graduated from a Catholic secondary school in Ontario at least five years prior to his/her nomination.
- Nominations must be submitted using the OCSTA Student Trustee Alumnus Award Nomination Form and be received by 12:00 p.m. EST, Friday, January 20, 2017.

### Process

- Any OCSTA member trustee or Ontario Catholic school board can submit nominations to help recognize the impact made by distinguished Catholic school Student Trustee alumni.
- Only one person will be honoured in any given year. The Board of Directors is not required to present an OCSTA Student Trustee Alumnus Award each year.
- Each evaluation criterion (see below) is given a numerical weight. After the nominations deadline and prior to the February Board of Directors' Meeting, each Director on the Catholic Education & Trustee Enrichment Committee will assign a numerical score for each criterion of a nominee and total the scores. The Award will be given to the nominee with the highest total number of points from these Directors.
- The winner of the Award will be announced at the February 2017 Board of Directors' Meeting.
- The presentation of the Award will take place at OCSTA's 2017 AGM and Conference.

### Evaluation Criteria

- The nominee has distinguished himself/herself through service to their community and/or serving as a positive, inspiring role model to others. (40 points)
- The nominee has demonstrated outstanding leadership, philanthropic and/or service capabilities and orchestrated exceptional and meaningful change as leaders in their profession or community. (30 points)
- The nominee has reflected the characteristics of the Ontario Catholic School Graduate Expectations: (30 points)
  - a discerning believer formed in the Catholic faith community
  - an effective communicator
  - a reflective and creative thinker
  - a lifelong learner
  - a collaborative contributor
  - a caring family member
  - a responsible citizen



Ontario Catholic School  
Trustees' Association

## OCSTA Student Trustee Alumnus Award Nomination Form

Trustee or Board Submitting Nomination: \_\_\_\_\_

Name of Nominee: \_\_\_\_\_

Current address: \_\_\_\_\_

City: \_\_\_\_\_ Province/State: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Catholic School(s) Attended: \_\_\_\_\_

Dates of Service as Student Trustee (month/year): \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_

Year of Graduation: \_\_\_\_\_ Current Vocation: \_\_\_\_\_

Board Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Using 8 ½ x 11-inch paper, please explain why the individual is deserving of this recognition within the context of the criteria set for this award. The submission must **not** exceed 400 words. Only information within the prescribed length will be considered.

Nominations may be submitted by email to Camille Martin at [cmartin@ocsta.on.ca](mailto:cmartin@ocsta.on.ca), or by mail, courier, or fax (416-932-9459).

Nomination must be received by 12:00 p.m. EST, Friday, January 20, 2017.