



*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, MARCH 28, 2017  
7:00 P.M.**



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

### **A. ROUTINE MATTERS**

1. Opening Prayers – Trustee Nieuwesteeg -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Minutes of the Board Meeting of February 28, 2017 A5
6. Consent Agenda Items
  - 6.1 Unapproved Minutes of the Committee of the Whole Meeting of March 7, 2017 and Consideration of Recommendations A6.1
    - 6.1.1 Accessibility Standards Policy (800.8) A6.1.1
    - 6.1.2 Catholic School Councils Policy (800.1) A6.1.2
  - 6.2 Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting of February 1, 2017 A6.2
  - 6.3 In-Camera Agenda Items F1, F2, F4, F5, F6 and F7 -

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

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

1. School Excellence Program St. Michael Catholic Elementary School C1
2. Niagara Catholic Alternative Learning Program C2
3. Award of Construction Contract for Our Lady of Fatima, Grimsby Catholic Elementary School Addition C3
4. System Priorities and Budget 2016-2017 and 2017-2018 Update C4
5. Financial Reports as at February 28, 2017 C5
6. Senior Staff Good News Update -

**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 – March 7, 2017  | D4.1 |
| 4.2 Calendar of Events – April 2017  | D4.2 |
| 4.3 OCSTA Information – March 3, 10 and 17, 2017   | D4.3 |
| 4.4 OCSTA Resolutions  | D4.4 |
| 5. Open Question Period  |      |
| <i>(The purpose of the Open Question Period is to allow members of the Catholic school supporting public to ask about items on that night's public agenda or any previous agendas, and the Board to answer and react.)</i> |      |

**E. NOTICES OF MOTION****F. BUSINESS IN CAMERA****G. REPORT ON IN CAMERA SESSION****H. FUTURE MEETINGS AND EVENTS****I. MOMENT OF SILENT REFLECTION FOR LIFE****J. ADJOURNMENT**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MARCH 28, 2017**

***PUBLIC SESSION***

**TITLE: MINUTES OF THE BOARD MEETING OF  
FEBRUARY 28, 2017**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Minutes of the Board Meeting of February 28, 2017, as presented.



## MINUTES OF THE BOARD MEETING

**TUESDAY, FEBRUARY 28, 2017**

Minutes of the Meeting of the Niagara Catholic District School Board, held on Tuesday, February 28, 2017, 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 7:07 p.m. by Vice-Chair Burtnik for Chair MacNeil.

### A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee Fera

2. Roll Call

Vice-Chair Burtnik noted that Chair MacNeil will be late for the February 28, 2017 Board meeting.

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 Vernal

Seconded by Trustee Sicoli

**THAT** the Niagara Catholic District School Board approve the Agenda of the Board Meeting of February 28, 2017, as amended:

**ADDITION TO THE PUBLIC AGENDA**

ITEM C4 - Catholic Leadership: Principal and Vice-Principal Selection Policy

**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 January 31, 2017**

Moved by Trustee Charbonneau

Seconded by Trustee Nieuwesteeg

**THAT** the Niagara Catholic District School Board approve the Minutes of the Board Meeting of January 31, 2017, as presented.

**CARRIED**

**6. Consent Agenda Items**

**6.1 Unapproved Minutes of the Committee of the Whole Meeting of February 14, 2017 and Consideration of Recommendations**

**THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole of February 14, as presented.

**6.1.1 Assessment, Evaluation, Reporting and Homework Policy (301.10)**

**THAT** the Niagara Catholic District School Board approval the Assessment, Evaluation, Reporting and Homework Policy (301.10), as presented.

**6.1.2 Student Suspension – Safe Schools Policy (302.6.4)**

**THAT** the Niagara Catholic District School Board approval the Student Suspension – Safe Schools Policy (302.6.4), as presented.

**6.1.3 Student Expulsion – Safe Schools Policy (302.6.5)**

**THAT** the Niagara Catholic District School Board approve the Student Expulsion – Safe Schools Policy (302.6.5), as presented.

**6.1.4 Elementary and Secondary School Year Calendars: 2017-2018**

**THAT** the Niagara Catholic District School Board approve the Elementary and Secondary School Year Calendars for the 2017-2018 school year, as presented.

**6.1.5 Initial Staff Report: Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School Modified Pupil Accommodation Review**

Moved to Section C of the agenda.

**6.2 Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting of January 11, 2017**

**THAT** the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of January 11, 2017, as presented.

**6.3 In-Camera Items F1, F2, F4, F5, F6 and F7**

Moved by Trustee Sicoli  
Seconded by Trustee Fera

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

**CARRIED**

Trustee Vernal requested Item 6.1.5 be held. This item was moved to Committee and Staff Reports Section C1b of the agenda.

**B. DELEGATIONS/PRESENTATIONS**

Nil

**C. COMMITTEE AND STAFF REPORTS**

**1. School Excellence Program – St. Charles Catholic Elementary School**

Director Crocco provided background information on the monthly School Excellence Program. Ted Farrell, Superintendent of Education introduced Susy Walsh, Principal of St. Charles Catholic Elementary School.

Principal Walsh, with the assistance of students and staff showcased St. Charles Catholic Elementary School as part of the School Excellence Program.

Vice-Chair Burtnik along with Trustee Vernal thanked Principal Walsh, the staff and students for their presentation and performance.

**1b. Item 6.1.5 Initial Staff Report: Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School Modified Pupil Accommodation Review**

At the request of Trustee Vernal, Ted Farrell, Superintendent of Education highlighted the Initial Staff Report: Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School Modified Pupil Accommodation Review.

Superintendent Farrell answered questions of Trustees.

Moved by Trustee Vernal

Seconded by Trustee Charbonneau

**THAT** the Niagara Catholic District School Board receive the Initial Staff Report - Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary Schools - Modified Pupil Accommodation Review , as presented; and

**THAT** the Niagara Catholic District School Board initiate a Modified Pupil Accommodation Review for Monsignor Clancy Catholic Elementary and St. Charles Catholic Elementary Schools in accordance with the Pupil Accommodation Review Policy 701.2.

**CARRIED**

**2. Niagara Catholic Summer Camp 2017**

Mark Lefebvre, Superintendent of Education introduced Jennifer Pirosko, Coordinator of Student Success. Ms. Pirosko presented the Niagara Catholic Summer Camp 2017 report for Trustee information.

Ms. Pirosko answered questions of Trustees.

Vice-Chair Burtnik thanked Ms. Pirosko for the report and the leadership in offering a Niagara Catholic Summer Camp 2017 for our students.

**3. Financial Report 2016-2017 as at January 31, 2017**

Giancarlo Vetrone, Superintendent of Business & Financial Services presented the Financial Report 2016-2017 for information.

Superintendent Vetrone answered questions of Trustees.

**4. Catholic Leadership: Principal and Vice-Principal Selection Policy (202.2)**

Trustee Vernal, Chair of the Policy Committee presented the Catholic Leadership: Principal and Vice-Principal Selection Policy (202.2).

Director Crocco answered questions of Trustees.

Moved by Trustee Charbonneau

Seconded by Trustee Vernal

**THAT** the Niagara Catholic District School Board approve the Catholic Leadership: Principal and Vice-Principal Selection Policy (202.2), as presented.

**CARRIED**

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

**1. Correspondence**

Nil

**2. Report on Trustee Conferences Attended**

Student Trustees Nico Tripodi and Kira Petriello presented highlights of the OSTA-AECO Board Council Conference.

Chair MacNeil arrived to the meeting at this time and chaired the remainder of the Board meeting.

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

Director Crocco announced that Senior Administrative Council continues building the System Priorities and Balanced budget 2017-2018 for presentation at the May 2017 Committee of the Whole meeting.

Director Crocco reminded Trustees of the Design of the System Priorities and Budget 2017-2018 information session prior to the March 7, 2017 Committee of the Whole meeting.

With the approval of the Modified Pupil Accommodations Review for Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School Senior Administrative Council will begin the process to meet the timelines approved by the Board.

**4. Trustee Information**

**4.1 Spotlight on Niagara Catholic – February 14, 2017**

Director Crocco highlighted the February 14, 2017 Spotlight on Niagara Catholic

**4.2 Calendar of Events – March 2017**

Director Crocco reviewed the Calendar of Events - March 2017 for Trustees information

**4.3 OCSTA Information – February 10, 17 and 24, 2017**

Director Crocco highlighted the February 10, 17 and 24, 2017 OCSTA Information.

**4.4 CCSTA 2017 AGM – June 1-3, 2017**

Director Crocco reminded Trustees of the CCSTA 2017 AGM being held in Niagara Falls on June 1-3, 2017 and asked Trustees to confirm their attendance with Anna Pisano, Administrative Assistant to Corporate Services & Communications.

**5. Open Question Period**

None Submitted

**E. NOTICES OF MOTION**

**F. BUSINESS IN CAMERA**

Moved by Trustee Sicoli

Seconded by Trustee Charbonneau

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

**CARRIED**

The Niagara Catholic District School Board moved into the In Camera Session of the Board Meeting at 8:19 p.m. and reconvened at 11:32 p.m.



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

Moved by Trustee Sicoli

Seconded by Trustee Charbonneau

**THAT** the Niagara Catholic District School Board report the motions from the In Camera Session of the Board Meeting of February 28, 2017.

**CARRIED**

### **SECTION A: STUDENT TRUSTEES PRESENT**

Moved by Trustee Sicoli

Seconded by Trustee Fera

**THAT** the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION A: Student Trustees Present of January 31, 2017, as presented.

**CARRIED (Item F1)**

Moved by Trustee Sicoli

Seconded by Trustee Fera

**THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION A: Student Trustees Present of February 14, 2017, as presented.

**CARRIED (Item F2)**

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

Moved by Trustee Sicoli

Seconded by Trustee Fera

**THAT** the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION B: Student Trustees Excluded of January 31, 2017, as presented.

**CARRIED (Item F4)**

Moved by Trustee Sicoli

Seconded by Trustee Fera

**THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION B: Student Trustees Excluded of February 14, 2017, as presented.

**CARRIED (Item F5)**

The following motions were reported from the In Camera Session of the Committee of the Whole Meeting - SECTION B: Student Trustees Excluded of February 14, 2017:

Moved by Trustee Nieuwesteeg

Seconded by Trustee O'Leary

**THAT** the Niagara Catholic District School Board approve the motion from the In Camera Session of the Board Meeting – SECTION B: Student Trustees Excluded of F5.1

**CARRIED (Item F5.1)**

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

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

## **J. ADJOURNMENT**

Moved by Trustee Sicoli

Seconded by Trustee O'Leary

**THAT** the February 28, 2017 meeting of the Niagara Catholic District School Board be adjourned.

**CARRIED**

This meeting was adjourned at 11:33 p.m.

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Minutes of the Meeting of the Niagara Catholic District School Board held on **February 28, 2017**.

Approved on **March 28, 2017**.

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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  
MARCH 28, 2017**

***PUBLIC SESSION***

**TOPIC: UNAPPROVED MINUTES OF THE COMMITTEE OF THE  
WHOLE MEETING OF MARCH 7, 2017**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of March 7, 2017, as presented.

The following recommendations are being presented for the Board's consideration from the Committee of the Whole Meeting of March 7, 2017:

**6.1.1 Accessibility Standards Policy (800.8)**

**THAT** the Niagara Catholic District School Board approve the Assessment, Evaluation, Reporting and Homework Policy No. 301.10, as presented.

**6.1.2 Catholic School Councils Policy (800.1)**

**THAT** the Niagara Catholic District School Board approve the Student Suspension – Safe Schools Policy No. 302.6.4, as presented.



## MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

### TUESDAY, MARCH 7, 2017

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Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, March 7, 2017 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 MacNeil

2. Roll Call

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 Sicoli

**THAT** the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of March 7, 2017, as amended.

Item C1, C2 and C4.2 deferred to March 28, 2017 Board Meeting.

**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 February 14, 2017**

Moved by Trustee Charbonneau

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of February 14, 2017, as presented.

**CARRIED**

**6. Consent Agenda Items**

**6.1 Unapproved Minutes of the Policy Committee Meeting of February 28, 2017**

**THAT** the Committee of the Whole receive the Unapproved Minutes of the Policy Committee Meeting of February 28, 2017, as presented.

**6.2 Accessibility Standards Policy (800.8)**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Accessibility Standards Policy (800.8), as presented.

**6.3 Catholic School Councils Policy (800.1)**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Catholic School Councils Policy (800.1), as presented.

**6.4 Staff Development Department Professional Development Opportunities**

Presented for information.

**6.5 Capital Projects Update**

Presented for information.

**6.6 In Camera Items F1 and F3**

Moved by Trustee O'Leary

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

**CARRIED**

## **B. PRESENTATIONS**

Nil

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

### **1. Niagara Catholic Alternative Learning Program**

Deferred to March 28, 2017 Board Meeting.

### **2. Committee of the Whole System Priorities and Budget 2016-2017 and 2017-2018 Update**

Deferred to March 28, 2017 Board Meeting.

### **3. Administrative Pool Assignments 2017-2019**

Frank Iannantuono, Superintendent of Education/Human Resources presented the report on the Administrative Pool Assignments 2017-2019 for Trustee information.

### **4. Monthly Updates**

#### **4.1 Student Trustees' Update**

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

#### **4.2 Senior Staff Good News Update**

Deferred to March 28, 2017 Board Meeting.

## **D. INFORMATION**

### **1. Trustee Information**

#### **1.1 Spotlight on Niagara Catholic – February 28, 2017**

Director Crocco highlighted the Spotlight on Niagara Catholic February 28, 2017.

#### **1.2 Calendar of Events – March 2017**

Director Crocco presented the March 2017 Calendar of Events for Trustees information.

Director Crocco reminded Trustees that the week of March 13-17, 2016 is March Break and that the Catholic Education Centre will follow summer hours and will be open Monday to Thursday from 8:30 a.m. to 4:00 p.m. and closed on Friday.

Director Crocco shared the OCSTA media announcement.

Director Crocco highlighted the March 7, 2017 OCSTA memorandum regarding Bill 92 School Boards Collective bargaining Act Amendments.

## **E. OTHER BUSINESS**

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

Director Crocco informed the Board of the continued implementation of this year's system priorities and that Senior Administrative Council continues building the System Priorities and Balanced Budget 2017-2018 for presentation at the May 2017 Committee of the Whole meeting.

Director Crocco announced that with the approval of the Modified Pupil Accommodations Review for Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School Senior Administrative Council will be auctioning this as part of Phase 2 of the Board's Long Term Accommodations Plan.

## **F. BUSINESS IN CAMERA**

Moved by Trustee Charbonneau

**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 7:19 p.m. and reconvened at 8:16 p.m.

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

Moved by Trustee Charbonneau

**THAT** the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of March 7, 2017.

**CARRIED**

### **SECTION A: STUDENT TRUSTEES INCLUDED**

Moved by Trustee O'Leary

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section A: Student Trustees Included) held on February 14, 2017, as presented.

**CARRIED (Item F1)**

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

Moved by Trustee O'Leary

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section B: Student Trustees Excluded) held on February 14, 2017, as presented.

**CARRIED (Item F3)**

## **H. ADJOURNMENT**

Moved by Trustee Charbonneau

**THAT** the March 7, 2017 Committee of the Whole Meeting be adjourned.

**CARRIED**

This meeting was adjourned at 8:17 p.m.

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Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **March 7, 2017.**

Approved on **April 4, 2017.**

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Kathy Burtnik  
Vice-Chair of the Board

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John Crocco  
Director of Education/Secretary -Treasurer



## A6.1.1

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MARCH 28, 2017**

***PUBLIC SESSION***

**TITLE: ACCESSIBILITY STANDARDS POLICY (800.8)**

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### **RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Accessibility Standards Policy (800.8), as presented.

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Prepared by: Yolanda Baldasaro, Superintendent of Education  
Presented by: Policy Committee  
Recommended by: Committee of the Whole  
Date: March 28, 2017



Niagara Catholic District School Board

## **ACCESSIBILITY STANDARDS POLICY**

STATEMENT OF POLICY

800 – Schools and Community Councils

Policy No. 800.8

Adopted Date: December 18, 2012

Latest Reviewed/Revised Date: February 26, 2013

In keeping with its Mission, Vision and Values, the Niagara Catholic District School Board is committed to providing an environment that fosters independence, dignity and respect in all of its facilities.

The Board is committed to providing services that are free of barriers and biases to our students, parents/guardians, staff and the public.

The Board strives to ensure that the principle of equity of opportunity is reflected and valued in our Catholic learning and working environments.

As a fully inclusive Board, the Accessibility Standards Policy recognizes the uniqueness and gifts of all people. This Policy acknowledges a respect for self and others by ensuring that all people have the same opportunity of access to Board services in order to actively and equitably participate fully in the Catholic learning environment.

The Board is committed to meeting, in a timely manner, the accessibility needs of people with disabilities in the provision of services including those related to;

1. Information and communication;
2. Employment;
3. Design of Public Spaces and,
4. Student transportation.

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

### ***References***

- [\*Accessibility for Ontarians with Disabilities Act \(AODA\)\*](#)
- [\*Ontario Human Rights Code\*](#)
- [\*Ontario Regulation 191/11: Integrated Accessibility Standards\*](#)
- [\*Ontarians with Disabilities Act, 2001\*](#)
- [\*Workplace Safety and Insurance Act\*](#)
- [\*Highway Traffic Act\*](#)
- [\*Niagara Catholic District School Board Policies/Procedures/Documents\*](#)
  - [\*Accessibility Customer Service Policy \(800.8.1\)\*](#)
  - [\*Equity and Inclusive Education Policy \(100.10\)\*](#)
  - [\*Student Transportation Policy \(500.2\)\*](#)
  - [\*Multi-Year Accessibility Plan, 2012-2017\*](#)



Niagara Catholic District School Board  
**ACCESSIBILITY STANDARDS POLICY**  
ADMINISTRATIVE PROCEDURES

800 – Schools and Community Councils

Policy No. 800.8

Adopted Date: December 18, 2012

Latest Reviewed/Revised Date: February 26, 2013

## ACCESSIBILITY STANDARDS FOR INFORMATION AND COMMUNICATION

### PROVIDING ACCESSIBLE INFORMATION AND COMMUNICATION SERVICES

The Board is committed to ensuring that people with disabilities have the same opportunity of access to our services as do all others we serve. The Board is committed to meeting the accessibility needs of people with disabilities, in a timely manner, in the provision of services related to information and communications.

### DEFINITIONS

For the purpose of this Policy, the following definitions are provided;

**Information** includes data, facts and knowledge that exist in any format, including text, audio, digital or images, and that conveys meaning.

**Communications** means the interaction between two or more persons or entities, or any combination of them, where information is provided, sent, or received.

**Accessible formats** include, but are not limited to, options such as large print, screen readers, Braille, audio format, captioning.

**Conversion-ready** is an electronic or digital format that facilitates conversion into an accessible format.

**WCAG** refers to the World Wide Web Consortium Web Content Accessibility Guidelines.

### PROCEDURES

#### 1. Responsibility

- 1.1 Supervisory Officers, Principals and Managers will ensure that all staff, volunteers and others providing services and programs on behalf of the Board have received training in the requirements of the Integrated Accessibility Standards including the Standards related to Information and Communications.
- 1.2 Initial training will be completed by January 1, 2014.

#### 2. Feedback

- 2.1 The Board will ensure that its processes for receiving and responding to feedback are accessible to persons with disabilities.
- 2.2 Upon request the Board will provide or arrange for the provision of accessible formats and/or communication supports to facilitate feedback.

- 2.3 The Board will notify the public about the availability of accessible formats and communications supports with regard to its feedback processes.
- 2.4 The above provisions will be in place by January 1, 2014.

### **3. Procurement**

- 3.1 The Board and all its managers and school-based administrators will, wherever practicable, incorporate accessibility criteria and features when procuring or acquiring goods and services, designing new systems or planning a new initiative that is related to provision of information and communication services.
- 3.2 The above approach will be in place by January 1, 2013.

### **4. Provision of Information and Communications in Accessible Formats**

- 4.1 Upon request, the Board will provide, or arrange for the provision of, accessible formats and communications supports for persons with disabilities to facilitate their access to the services of the Board.
- 4.2 Accessible formats and communications supports will be provided in a timely manner that takes into account the person's accessibility needs and at a cost no greater than the regular cost charged to other persons.
- 4.3 The Board will determine the suitability of an accessible format or communication support and, in so doing, will consult with the person making the request.
- 4.4 The Board will notify the public, through the Board website, general publications and other relevant means, about the availability of accessible formats and communications supports.
- 4.5 The Board will ensure that the provisions of accessible formats are in place by January 1, 2014.

### **5. Accessible Websites**

- 5.1 The Board will ensure that, as of January 1, 2014, all new websites and web content on these sites will conform with the WCAG 2.0 at Level A.
- 5.2 The Board will ensure that, as of January 1, 2021, all its internet websites and web content will conform with the WCAG 2.0 at Level AA.
- 5.3 These requirements do not include Live Captions or Pre-recorded Audio Descriptions.
- 5.4 These requirements apply to:
  - Websites and web content, including web-based applications, that the Board controls directly or controls through a contractual relationship that allows for modifications of the product.
  - Web content published on a website after January 1, 2012.
- 5.5 Where the Board determines that meeting these requirements is not practicable, such determination will include consideration of:
  - The availability of commercial software or tools or both; and
  - Significant impact on an implementation timeline that was planned or initiated before January 1, 2012.

### **6. Educational and Training Resources and Materials**

- 6.1 The Board will, upon notification of need, provide educational or training resources or materials in an accessible format that takes into account the accessibility needs due to a disability of the person to whom the material is to be provided.
- 6.2 To do so, the Board will procure through purchase or obtain by other means an accessible or conversion-ready electronic format, where available.
- 6.3 If the resources cannot be procured or converted into an accessible format, the Board will arrange for the provision of comparable resources.

- 6.4 The Board will, upon notification of need, provide information on the requirements, availability and descriptions of programs in an accessible format to persons with disabilities.
- 6.5 The Board will, upon notification of need, provide student records in an accessible format to persons with disabilities.
- 6.6 The Board will ensure these services are in place as of January 1, 2013.

## 7. Training for Program/Classroom Staff

- 7.1 The Board will ensure that all staff involved in program or course design, delivery and instruction will be provided with accessibility awareness training related to these responsibilities.
- 7.2 The Board will keep a record of the training provided including the dates on which training was provided and the number of individuals to whom training was provided.
- 7.3 The effective date for provision of this training is January 1, 2013.

## 8. School Information Centres

- 8.1 The Board will ensure that school information centres (libraries) are able to provide, procure or acquire an accessible or conversion-ready format of print resources upon request by a person with a disability.
- 8.2 The effective date of the provision in 8.1 is January 1, 2015.
- 8.3 The Board will ensure that school information centres (libraries) are able to provide, procure or acquire an accessible or conversion-ready format of digital or multimedia resources materials upon request by a person with a disability.
- 8.4 The effective date of the provision in 8.3 is January 1, 2020.

# ACCESSIBILITY STANDARDS FOR EMPLOYMENT

## ACCESSIBILITY IN EMPLOYMENT

The Board is committed to ensuring that people with disabilities have the same opportunity of access to employment opportunities and services as do all employees and prospective employees. The Board is committed to meeting the accessibility needs of people with disabilities, in a timely manner, in the provision of services related to employment.

## DEFINITIONS

For the purpose of this Policy, the following definitions are provided;

**Performance management** means activities related to assessing and improving employee performance, productivity and effectiveness with the goal of facilitating employee success.

**Career development and advancement** includes providing additional responsibilities within an employee's current position and the movements of an employee from one job to another that may be higher in pay, provide greater responsibility or be at a higher level, or a combination of these. For both additional responsibilities and employee movement, this is usually based on merit or seniority or a combination of these.

**Redeployment** means the reassignment of employees to other departments or jobs as an alternative to layoff when a particular job or department has been eliminated.

**Information** includes data, facts and knowledge that exist in any format, including text, audio, digital or images, and that conveys meaning.

**Communications** means the interaction between two or more persons or entities, or any combination of them, where information is provided, sent, or received.

**Accessible formats** include, but are not limited to, options such as large print, screen readers, Braille, audio format, captioning.

**Conversion-ready** is an electronic or digital format that facilitates conversion into an accessible format.

**WCAG** refers to the World Wide Web Consortium Web Content Accessibility Guidelines.

## **PROCEDURES**

The procedure with regard to Accessibility in Employment applies only to employees and does not apply to volunteers and other non-paid individuals.

### **9. Responsibility**

- 9.1 Supervisory Officers, Principals, Managers and other staff who have responsibility for hiring and employee selection and/or supervise the work of employees of the Board, will ensure that the provisions in this procedure are implemented.
- 9.2 Staff of the Board's Human Resources department will ensure that the provisions of this procedure are incorporated in their practices.
- 9.3 Unless otherwise stated, the provisions of this procedure will be in place by January 1, 2014.

### **10. Recruitment**

- 10.1 The Board will ensure that in its recruitment outreach practices the public is made aware that the Board will provide accommodation for applicants with disabilities in its recruitment processes.
- 10.2 Employees of the Board will be made aware that the Board provides accommodation for applicants with disabilities in its recruitment processes.
- 10.3 When the Board selects job applicants for a job selection process, the Board will make applicants aware that, upon request, they have access to accommodations in relation to materials and processes that will be used for applicant selection and that they will be consulted about the necessary accommodations that take into account their accessibility needs due to disability.
- 10.4 When the Board makes an offer of employment, the Board will notify the successful applicant of its policy of accommodating employees with disabilities.

### **11. Supports for Employees**

- 11.1 The Board will inform employees of the Board's policy of supporting employees with disabilities and procedures that provide for job accommodations.
- 11.2 The Board will make this information available as soon as practicable to new employees and will provide updated information as policies are revised.

### **12. Accessible Formats and Communication Supports**

- 12.1 Where an employee with a disability so requests, the Board will consult with the employee to provide or arrange for accessible formats and communication supports in relation to information that is generally available to employees in the workplace, and that the employee needs to perform the employee's job.

12.2 The Board, in determining the suitability of an accessible format or communication as required by 12.1, will consult with the employee.

### **13. Workplace Emergency Response Information**

13.1 The Board will ensure that individualized workplace emergency response information is provided to employees who have a disability provided the disability is such that individualized information is necessary and the Board has been made aware of the need for accommodation due to the disability. The Board will provide the necessary information as soon as practicable after becoming aware of the need for accommodation.

13.2 If an employee who receives individualized workplace emergency response information requires assistance, the Board will, with the consent of the employee, provide such information to the person designated to provide assistance to the employee.

13.3 The Board will review individualized workplace emergency response information:

- When the employee moves to a different location in the Board;
- When the employee's overall accommodations needs or plans are reviewed, and;
- When the Board reviews its general emergency response procedures.

13.4 The Board will ensure that the requirements of this section are in place as of January 1, 2012.

### **14. Individual Accommodation Plans**

14.1 The Board, through the Human Resources Department, will have in place a written process for the development of documented individual accommodation plans for employees with disabilities.

14.2 The Board's written process will address:

- How the employee requesting accommodation can participate in the development of the individual accommodation plan;
- The means by which the employee is assessed on an individual basis;
- In an effort to assist in determining if accommodation can be achieved and, if so, how it can be achieved, the Board may request an evaluation by an outside medical or other expert, at the Board's expense;
- How the employee can request to have a representative of their bargaining unit, or another workplace representative if the employee is not a member of a bargaining unit, participate in the development of the accommodation plan;
- The steps taken to protect the privacy of the employee's personal information;
- The frequency with which the individual accommodation plan will be reviewed and updated and how this will be done;
- How the reasons for denying an individual accommodation plan will be provided to an employee, if accommodation is denied;
- How the Board will ensure that the individual accommodation plan is provided in a format that takes into account the employee's accessibility needs due to disability.

14.3 The Board will provide individual accommodation plans that:

- Include, if requested, any information regarding accessible formats and accommodation supports provided;
- Include, if required, individualized workplace emergency response information; and
- Identify any other accommodation to be provided.

### **15. Return to Work Process**

This return to work process does not replace or override any other return to work process created as a result of any other statutory compliance, e.g. under the Workplace Safety and Insurance Act.

- 15.1 The Board will develop, put in place and document a return to work process for its employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work.
- 15.2 The return to work process will:
- Outline the steps the Board will take to facilitate the return to work of employees who were absent because their disability required them to be away from work;
  - Use documented individual accommodation plans (as in 14.0) as part of the process; and
  - Ensure that all staff involved in program or course design, delivery and instruction will be provided with accessibility awareness training related to these responsibilities.

## 16. Performance Management

- 16.1 In administering performance appraisal processes in respect of employees with disabilities, the Board will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans.

## 17. Career Development

- 17.1 Where the Board provides career development and advancement to its employees, the Board will take into account the accessibility needs of employees with disabilities, as well as any individual accommodation plans.

## 18. Redeployment

- 18.1 Where the Board has in place a redeployment process, the Board will take into account the accessibility needs of employees with disabilities as well as any individual accommodation plans during the redeployment process.

# ACCESSIBILITY STANDARDS FOR THE DESIGN OF PUBLIC SPACES

The Board is committed to ensuring that people with disabilities have the same opportunity of access to all public areas. The Board is committed to meeting the accessibility needs of people with disabilities, in a timely manner, in the provision of services related to the design of public spaces.

## DEFINITIONS

**Amenities** means items that provide conveniences or services for use by the public, examples of which include drinking fountains, benches and garbage receptacles.

**Bevel** means a small slope that helps an individual negotiate an elevation change.

**Cross slope** means the slope of a surface that is perpendicular to the direction of travel.

**In-Line Ramp** means a ramp that does not change directions.

**Maintenance** means activities that are intended to keep existing public spaces and elements in existing public spaces in good working order or to restore the spaces or elements to their original condition, examples of which include painting and minor repairs.

**mm** means millimeters.

**Off-Street Parking Facilities** includes open area parking lots and structures intended for the temporary parking of vehicles by the public, whether or not the payment of a fee is charged and includes visitor parking spaces in parking facilities.



**On-Street Parking** includes parking spaces located on highways, as defined in subsection 1 (1) of the *Highway Traffic Act*, that provide direct access to shops, offices and other facilities whether or not the payment of a fee is charged.

**Recreational Trails** means public pedestrian trails that are intended for recreational and leisure purposes.

**Redeveloped** means planned significant alterations to public spaces, but does not include maintenance activities.

**Rest Area** means, in respect of recreational trails and exterior paths of travel, a dedicated level area that is intended for public use to allow persons to stop or sit.

**Running Slope** means the slope of a surface that is parallel to the direction of travel.

## **APPLICATION**

### **Accessible Design of Public Spaces**

1. The Board will consult with the public when it constructs new or redevelops existing outdoor play spaces.
2. The Board will incorporate accessibility features as identified in the Integrated Accessibility Standards when it constructs new or redevelops existing outdoor play spaces that it intends to maintain.
3. The Board will address the requirements set out in the Integrated Accessibility Standards when it constructs new or redevelops existing exterior pedestrian walkways and outdoor sidewalks, connected ramps, and connected stairs, including those at Outdoor Education Centres.
4. The Board will consult with the public when it constructs new or redevelops existing rest areas on exterior pedestrian walkways and outdoor sidewalks.
5. The Board will address the requirements set out in the Integrated Accessibility Standards when it constructs new or redevelops existing parking facilities that it intends to maintain.
6. The Board will address the requirements set out in the Integrated Accessibility Standards when it constructs new service counters and fixed queuing guides, and when it constructs new or redevelops existing waiting areas.
7. The Board will prepare procedures for preventative and emergency maintenance of the accessible elements in the public spaces noted above in its multi-year accessibility plan.
8. The Board will prepare procedures for dealing with temporary disruptions when accessible elements in the public spaces noted above are not in working order.

## **ACCESSIBILITY STANDARDS FOR SCHOOL TRANSPORTATION**

### **PROVISION OF ACCESSIBLE STUDENT TRANSPORTATION SERVICES**

The Board is committed to ensuring that people with disabilities have the same opportunity of access to our services in a similar way as these services are available to all others we serve. We are committed to meeting, in a timely manner, the accessibility needs of students with disabilities in the provision of services related to student transportation.

The Board will support the planning of accessible school transportation services for students with disabilities in a manner that meets their unique needs and ensures their safety. Where appropriate and practicable, integrated accessible school transportation services will be provided.

The provision of accessible student transportation services will include the development of an individual school transportation plan for each student who has a disability that affects their transportation to and from school, from school to school and field trips. The plan will be developed by the Board's Special Education Services, in collaboration with the Transportation Provider, and in consultation with the student's parents/guardians and home school staff.

These Administrative Procedures will be included as an addendum to Niagara Student Transportation Services Consortium Operator contracts and training requirements for drivers/monitors.

## **DEFINITIONS**

For the purpose of this Policy, the following definitions are provided;

**Individual school transportation plan** is a plan that provides details of the arrangements that meet the transportation needs of an individual student who has a disability.

**Operator** means the driver of the school transportation vehicle.

**Transportation Provider** is an entity or person who has entered into an agreement with the Board for the transportation of students in accordance with the Education Act.

**Transportation Services** means transportation that a board provides for students in accordance with the Education Act.

## **PROCEDURES**

### **19. Responsibility**

- 19.1 The Board will ensure that the provisions of the Administrative Procedures are in place by January 1, 2014.
- 19.2 The Superintendent responsible for Special Education and staff responsible for student transportation will ensure that the provisions of the Administrative Procedures are implemented.

### **20. Individual School Transportation Plans**

- 20.1 The Superintendent responsible for Special Education, or his/her designate, will, in consultation with parents/guardians and home school staff, annually identify students with disabilities who require specific transportation services; such identification will, wherever possible, be made prior to the commencement of the school year.
- 20.2 Following consultation with parents/guardians and home school staff, the Superintendent responsible for Special Education, or his/her designate, will work with the Student Transportation Manager, or his/her designate, to develop an individual student transportation plan for each student with a disability who requires specific transportation services.

### **21. Content of Individual School Transportation Plans (*Appendix A*)**

- 21.1 An individual school transportation plan shall, in respect of each student with a disability requiring specific transportation services, include the following:

- Details of the student's assistance needs with respect to transportation to and from school, from school to school and field trips;
- Provisions for the boarding, securement and debording of the student as applicable. (*Appendix B*)

## **22. Communication of Responsibilities re: Individual School Transportation Plans**

- 22.1 The Superintendent responsible for Special Education and, where appropriate, the Student Transportation Manager, will identify and communicate roles and responsibilities with regard to the implementation of the individual school transportation plan to the following:
- The Transportation Provider
  - The parents or guardians of the student with the disability
  - The operator (driver) of the student transportation vehicle
  - The appropriate members of the school staff (e.g., principal, teacher, educational assistant)
  - The student with the disability.



**SAMPLE INDIVIDUAL STUDENT TRAVEL PLAN  
NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
NIAGARA STUDENT TRANSPORTATION SERVICES (NSTS) CONSORTIUM  
PERSONALIZED STUDENT TRANSPORTATION ACCESSIBILITY PLAN  
FOR STUDENTS WITH SPECIAL NEEDS**

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**ID**

Name: «First Name» «Last Name»

Ontario Education Number: «OEN»

Details of Student’s Assistance Needs:

Equipment check/drop down box, i.e. wheelchair, rider, etc.

Plans for individual student boarding: In accordance with Administrative Procedures

**Appendix B**

Plans for individual student securement: In accordance with Administrative Procedures

**Appendix B**

Plans for individual student deboarding: In accordance with Administrative Procedures

**Appendix B**

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Follow up: Annual Review initiated by School Board Special Education Superintendent to plan for new school year

**ROLES**

<b>Transportation Provider</b>	<b>Operator/Driver</b>	<b>Parent/Guardian</b>	<b>School Staff</b>	<b>Student</b>	<b>School Board Staff</b>
Ensure that all Bus Operators/ Drivers are made aware of individual student’s needs with regard to boarding, securement and deboarding, and provide appropriate training.	Ensure that the student is transported safely according to needs. Follow Consortium/Board procedures for the transportation of students with disabilities.	Advise home school staff of medical or other conditions affecting safe transportation of student and communicate any changes. Help identify tools or strategies that may help driver and/or monitor while transporting the student.	Advise NSTS and parents of relevant issues while at school during the day. Help identify tools or strategies that may help driver and/or monitor while transporting the student	Follow bus rules. Advise driver and/or monitor of any emergency health issues or concerns.	Consult with schools on students with specialized transportation needs and advise NSTS on the student’s specialized transportation requirements.

## CONFIRMATION OF COMMUNICATION

School Board Responsibility:

- With School Staff      Date: \_\_\_\_\_ (Staffpersonresponsible) \_\_\_\_\_
- With Parent/Guardian      Date: \_\_\_\_\_ (Staffpersonresponsible) \_\_\_\_\_
- With Student      Date: \_\_\_\_\_ (Staffpersonresponsible) \_\_\_\_\_
- With NSTS      Date: \_\_\_\_\_ (Staffpersonresponsible) \_\_\_\_\_

Niagara Student Transportation Services Responsibility:

- With Operator/Driver      Date: \_\_\_\_\_ (Staffpersonresponsible) \_\_\_\_\_

## **PROVISIONS FOR BOARDING, SECUREMENT AND DEBOARDING**

The following notes provide a range of examples, but are not intended to be comprehensive or address all the situations school boards may need to consider in the development of individual student transportation plans.

With regard to boarding and de-boarding procedures, it will be important to clarify that a parent/guardian or family member must know that they have to be there to transfer and receive the student.

### **BOARDING**

#### **Loading a Wheelchair**

When operating a lift to load a student with a wheelchair on highways, country roads, and city, town or village streets (unless otherwise directed by the Police or Transportation Manager) the driver must:

- a) Put the 4-way emergency flasher on in approaching the stop.
- b) Ensure vehicle is stopped in a safe position for the pick-up.
- c) Ensure the parking brake has been applied (most ramps will not operate if parking brake is not applied.)
- d) Check that the student is ready to be loaded onto lift.
- e) Check traffic and then activate overhead alternating lights and stop arm before exiting the vehicle.
- f) Open lift doors and secure them.
- g) Deploy and lower the lift and undo the lift safety belt.
- h) Back onto lift with wheelchair and set brakes. Secure lift safety belt. If the student is using a power chair, be sure to use low gear and turn power off.
- i) Keep one hand on the wheelchair and use the other hand to operate the controls.
- j) Inform the student you are raising the wheelchair lift.
- k) Ensure that in raising the lift, the front plate on the lift folds up and locks into position and the power cable is clear of any pinch points.
- l) Raise the lift to its fullest extent (level with vehicle floor).
- m) Release brakes on wheelchair and load student into the vehicle positioning the wheelchair into a tie-down position and reapply brakes. If power chair, use low gear and turn power off.
- n) Exit the vehicle, stow the ramp and close doors.
- o) Enter the vehicle and turn off the overhead alternating flashing lights and stop arm.
- p) Secure the wheelchair with the Q-strait system

### **SECUREMENT**

#### **Securing Students Who Have a Wheelchair**

- a) Each wheelchair must be restrained and made secure as it is loaded onto the bus.
- b) There shall not be more than one wheelchair loose or free at any time while the bus is being loaded.
- c) Position the wheelchair, centred and square to the floor anchor points so that the restraint belts will attach to the chair and floor at approximately a 45 degree angle. The smaller front pivoting wheels on the wheelchair should be pointing straight.
- d) The chair and student must always face forward in the bus.

- e) Apply the wheelchair brakes (manual) or turn off the power (power chair).
- f) Attach the front belts (narrow type) by connecting the large hook to a solid frame member of the chair and connect the opposite end (flat hook) of the belt to the floor anchor point.
- g) Pull the belt through the clamping mechanism until all the slack is removed and the belt is snugly attached to the wheelchair.
- h) The rear belt clamps will provide the final tensioning of the front belts. Attach the loose end of the belt to the Velcro patch above the clamp.
- i) Attach the rear belts by connecting the chair hook to a solid frame member, as close to the point where the wheelchair back and seat cushion meet.
- j) Attach the floor hook at the opposite end of the belt into the floor anchor point.
- k) Attach the belts only to a solid, welded frame member on the wheelchair. Do not attach the hook to the wheels. Some chairs may come equipped with bolt-on anchor points or sling-straps, which are acceptable. Do not, under any circumstances, cross belts over each other.
- l) With the buckle open, pull the loose end of the belt until snug. While holding the loose end with one hand, close the clamp lever down until it securely locks into position. Connect the loose ends of the belts to the Velcro patch to keep the excess belting off the floor.
- m) Check that all the belts are tight and the wheelchair is secure and does not have any back and forth or sideways movement.
- n) To attach the lap belts, pass the loose ends of the lap belts around the student and downward toward the rear tie-down belts through the gap between the side panels and seat cushion or the gap between the seat cushion and the back rest of the wheelchair. Connect the belt ends to the pin connectors on the rear tie-down belts.
- o) The lap belt should be positioned as low as possible over the student's pelvic area and adjusted as tightly as possible. Ensure the belt is not twisted.
- p) To attach the shoulder belt, connect the loose end of the belt to the pin connector on either the left or right side of the lap belt. The ~~should~~ belt should be attached to the connector pin of the lap belt depending on which side of the bus the wheelchair is located. Use the right side pin if the wheelchair is on the left side of the bus and the left side pin if the wheelchair is on the right side of the bus. Again adjust the shoulder belt as snugly as possible, making sure the belt does not rub on the student's neck area.
- q) The shoulder belt should lie across the mid-point of the shoulder and travel upward and rearward from that point to ensure that downward force is avoided. Lap and shoulder belts should not be held away from the student's body by wheelchair components or parts such as wheelchair armrests or wheels.

## **DEBOARDING**

### **Unloading a Wheelchair**

When operating a lift to unload a student with a wheelchair on highways, country roads, city, town or village streets (unless otherwise directed by the Police or Transportation Manager) the driver must:

- a) Ensure the vehicle is parked in a safe position for unloading
- b) Put on 4-way emergency lights.
- c) Ensure parking brake has been applied.
- d) Go to the student in the wheelchair and remove lap belt, shoulder belt, front 2 floor Q-straints, rear 2 floor Q-straints, and hang up belts.
- e) Position the wheelchair to unload and set brakes; if it is a power chair make sure the power switch is off.
- f) Check traffic and, when ready, activate overhead alternating red flashing lights. ~~(g)~~ Exit the vehicle and open lift door and secure it.
- g) Deploy the lift to floor level.
- h) Go back inside the vehicle and push the wheelchair (if power chair, turn on power and put in low gear) onto the lift. Set the brakes. For power chair, turn off the power.
- i) With one hand on the chair and the other hand on the control, lower wheelchair to ground level.
- j) Make sure the student is made aware that he/she is about to be lowered.
- k) Release brakes and undo the lift safety belt and push the wheelchair (if power chair, turn on power and set in low gear) off the lift.

- l) A parent/guardian or family member must know that they have to be there so that immediately upon unloading, they are there to receive the student.
- m) If there is not a person there to meet the student, the driver must call dispatch and wait for further instruction; the student must not be left alone.
- n) Secure lift safety belt, raise and stow the lift into the vehicle and close the doors.
- o) Return to the vehicle and turn off the overhead alternating flashing red lights.

## **BOARDING**

### **Loading a Walker**

When operating a lift to load a student with a 4 point walker on highways, country roads, city, town or village streets (unless otherwise directed by the Police or Transportation Manager) the driver must:

- a) Put the 4-way emergency flasher on in approaching the stop.
- b) Ensure vehicle is stopped in a safe position for the pick-up.
- c) Ensure the parking brake has been applied (most ramps will not operate if parking brake is not applied.)
- d) Check that the student is ready to be loaded onto lift.
- e) Check traffic and then activate overhead alternating lights and stop arm before exiting the vehicle.
- f) Open lift doors and secure them.
- g) Deploy and lower the lift and undo the lift safety belt.
- h) Back onto lift with the walker and set brakes; secure the lift safety belt
- i) Keep one hand on the walker and use the other hand to operate the controls.
- j) Inform the student you are raising the lift.
- k) Ensure that in raising the lift, the front plate on the lift folds up and locks into position and the power cable is clear of any pinch points.
- l) Raise the lift to its fullest extent (level with vehicle floor).
- m) Release the brakes on the walker and load student into the vehicle and into assigned seat.
- n) Secure walker to the wall of the vehicle
- o) Exit the vehicle and stow the ramp and close doors.
- p) Enter the vehicle and turn off the overhead alternating flashing lights and stop arm.

## **DEBOARDING**

### **Unloading a Walker**

When operating a lift to unload a student with a 4 point walker on highways, country roads, city, town or village streets (unless otherwise directed by the Police or Transportation Manager) the driver must:

- a) Ensure the vehicle is parked in a safe position for unloading
- b) Put on 4-way emergency lights.
- c) Ensure parking brake has been applied.
- d) Position the walker to unload on the lift and set brakes.
- e) Check traffic and, when ready, activate overhead alternating red flashing lights.
- f) Exit the vehicle and open lift door and secure it.
- g) Deploy the lift to floor level.
- h) Go back inside the vehicle and help the student with the walker onto the lift. Set the brakes.
- i) With one hand on the walker and the other hand on the control, lower the walker to ground level. Make sure the student is made aware that he/she is about to be lowered.
- j) Release brakes and assist the student with the walker off the lift.
- k) A parent/guardian or family member must know that they have to be there so that immediately upon unloading, they are there to receive the student.
- l) If there is not a person there to meet the student, the driver must call dispatch and wait for further instruction; the student must not be left alone.
- m) Secure lift safety belt, raise and stow the lift into the vehicle and close the doors.
- n) Return to the vehicle and turn off the overhead alternating flashing red lights.



Note: In any instance where a student is required to wear a seatbelt or similar security device it will be the responsibility of the parent/guardian to secure/detach the device at the point of departure or arrival at the home stop and it will be the responsibility of the receiving school staff to secure/detach the device at the point of arrival at or departure from the school.

**FOR STUDENTS WHO HAVE A DISABILITY AND ARE AMBULATORY  
(Examples might be students who have vision or communication disabilities, or have autism)**

**Do not use the loading ramp unless authorized.**

- a) Communicate with the student. Ask what help the student needs. Allow time for response.
- b) Let the student set the pace. If the student is unable to respond, indicate clearly what you are going to do and what you expect the student to do.
- c) Follow behind the student while the student is going up the steps; support the student while the student steps up.

**FOR STUDENTS WHO ARE DEAF OR HARD OF HEARING**

Students board and deboard unassisted and are seated unsecured, unless otherwise specified in the student's individual student transportation plan.

**FOR STUDENTS WHO HAVE ASTHMA**

Students board and deboard unassisted and are seated unsecured, unless otherwise specified in the student's individual student transportation plan.

**FOR STUDENTS WHO HAVE DIABETES**

Students board and deboard unassisted and are seated unsecured, unless otherwise specified in the student's individual student transportation plan.

**FOR STUDENTS WHO HAVE EPILEPSY**

Students board and deboard unassisted and are seated unsecured, unless otherwise specified in the student's individual student transportation plan.

**FOR STUDENTS WHO REQUIRE EPIPENS**

Students board and deboard unassisted and are seated unsecured unless otherwise specified in the student's individual student transportation plan.

**STUDENTS WHO HAVE SERVICE ANIMALS**

Where a student with a disability is accompanied by a service animal, the requirement for the service animal, including the type of service animal, will be specified in the student's individual student transportation plan.

## A6.1.2

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MARCH 28, 2017**

***PUBLIC SESSION***

**TITLE: CATHOLIC SCHOOL COUNCILS POLICY (800.1)**

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### **RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Catholic School Councils Policy (800.1), as presented.

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

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: March 28, 2017



Niagara Catholic District School Board

## **CATHOLIC SCHOOL COUNCILS POLICY**

STATEMENT OF POLICY

800 – Schools and Community Councils

Policy No. 800.1

Adopted Date: February 24, 1998

Latest Reviewed/Revised Date: June 18, 2013

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, Catholic School Councils support the Mission of Catholic Education and the Mission, Vision and Values of the Niagara Catholic District School Board, by providing a communication link to parents/guardians, Principals/Vice-Principals, staff, students, school communities and the Board.

A Catholic School Council will be established and maintained in each elementary and secondary school in the Board to encourage the active participation of its members, to improve student achievement and well-being of all students in their school community, and to enhance the accountability of the education system.

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

### ***References***

- ***Education Act (O.Reg. 612/00 Section 1.1)***
- ***Ministry of Education - School Councils, A Guide for Members***
- ***Ontario Association of Parents in Catholic Education (OAPCE) By-Law and Constitution***
- ***Ontario Regulation 330/10 School Councils and Parent Involvement Committees***
- ***Niagara Catholic District School Board Policies/Procedures/Documents***
  - ***Board By-Laws (100.1)***
  - ***Code of Conduct Policy (302.6.2)***
  - ***Complaint Resolution Policy (800.3)***
  - ***Playground Equipment Policy (702.1)***
  - ***Niagara Catholic Parent Involvement Committee Policy (800.7)***
  - ***School Generated Funds Policy (301.6)***
  - ***Trustee Expenses and Reimbursement Policy (100.13)***



Niagara Catholic District School Board

## **CATHOLIC SCHOOL COUNCILS POLICY**

### **ADMINISTRATIVE PROCEDURES**

800 – Schools and Community Councils

Policy No. 800.1

Adopted Date: February 24, 1998

Latest Reviewed/Revised Date: June 18, 2013

## **PURPOSE OF THE CATHOLIC SCHOOL COUNCIL**

1. The purpose of the Catholic School Council, through active participation of its members is:
  - to build strong Catholic identity and community to nurture the distinctiveness of Catholic Education,
  - to advance student achievement and well-being for all students in their school community, and
  - to enhance the accountability of the education system to parents/guardians.
2. A Catholic School Council's primary means of achieving its purpose is by making recommendations to the Principal of the school and/or the Board.
3. Recommendations made to the Principal of the school and/or the Board on any matters that the Catholic School Council identifies as priorities will represent the general views of the school community and the best interests of all students in the school. Recommendations shall be in keeping with the Mission, Vision and Values of the Niagara Catholic District School Board along with the distinctive character, philosophy and goals of Catholic Education and respectful of the faith and traditions of the Catholic Church. The Board will retain all the powers and duties specified in the Education Act and its related Regulations.

## **MANDATE OF THE CATHOLIC SCHOOL COUNCIL**

Each Catholic School Council in schools of the Niagara Catholic District School Board will bear the name "(School Name) Catholic School Council".

## **COMPOSITION**

1. The composition of the Catholic School Council will ensure that parent/guardian members constitute a majority of the members and reflect the diversity of the school and include the following:
  - The number of parent/guardian members as specified in the Catholic School Council By-Laws or the number the Board determines appropriate.
  - The Principal of the school.
  - One (1) teacher who is employed at the school.
  - One (1) person who is employed at the school, other than the Principal/Vice-Principal or any other teacher (i.e. support staff).
  - In the case of a school with one or more secondary school grades,
    - one (1) student enrolled in the school who is appointed by the student council, if the school has a student council, or

- one (1) student enrolled in the school who is elected in accordance with section 5, if the school does not have a student council.
  - In the case of a school with no secondary school grades, one (1) student enrolled in the school who is appointed by the Principal of the school, if the Principal determines, after consulting the other members of the council, that the council should include a student.
  - Community representative(s) appointed by the Catholic School Council who is not an employee of the school or as specified in the By-Laws of the Catholic School Council.
  - One (1) parent/guardian to represent the Ontario Association of Parents in Catholic Education (OAPCE).
2. The Catholic School Council may appoint/elect one (1) or more of the following individuals subject to the By-Laws of the Catholic School Council
- A parish priest or representative from the local parish or a designate from the community will represent the parish on the Catholic School Council.
  - One (1) parent/guardian representative of a special needs child within the school to advocate for students with special needs.

## MEMBERSHIP

### PARENT/GUARDIAN MEMBERS

1. To be eligible for election/appointment to the Catholic School Council a person must:
  - be a parent/guardian of a student enrolled in the school,
  - reside within the Board's jurisdiction, and
  - support the Mission of Catholic Education, and the Mission, Vision and Values of the Niagara Catholic District School Board.
2. A parent/guardian who is employed by the Board is qualified to be elected/appointed to the Catholic School Council and shall at the first meeting notify the members of employment with the Board prior to the election.
3. A person is not qualified to be a parent/guardian member of a Catholic School Council if he or she is employed at the school.

### COMMUNITY REPRESENTATIVES

To be eligible to be appointed as a community representative on a Catholic School Council, the community representative(s) must:

- provide a letter of reference from a community organization to the Principal of the school to support the nomination,
- reside within the Board's jurisdiction, and be qualified to vote for a member of the Niagara Catholic District School Board,
- support the Mission of Catholic Education, and the Mission, Vision and Values of the Niagara Catholic District School Board.

## ELECTIONS

Elections shall be held within the first thirty (30) calendar days of the start of the school year, on a date that has been selected by the current Chair and/or Co-Chair(s) of the Catholic School Council in consultation with the Principal of the school.

## VACANCIES

A vacancy in the membership of the Catholic School Council does not prevent the Catholic School Council from exercising its authority.

Vacancies on the Catholic School Council may occur when:

- a parent/guardian member has reached the end of a year term
- a member resigns
- a member is unable to fulfill his/her duties

## TERMS OF OFFICE

A person elected/appointed as a member of a Catholic School Council holds office from the date the person is elected/appointed until the date of the first meeting of the Catholic School Council after the elections held in the next school year.

## OFFICERS

### **Chair/Co-Chairs**

A Catholic School Council shall have a Chair or, if the By-Laws of the Catholic School Council so provide two (2) Co-Chairs. An employee of the Board cannot serve as the Chair/Co-Chair of a Catholic School Council.

### **Sub-Committees**

A Catholic School Council may establish sub-committees to carry out specific tasks or projects in accordance with the overall mandate of the Catholic School Council as provided in the By-Laws of the Catholic School Council.

## MEETINGS

A Catholic School Council shall meet at least four (4) times in each school year between September to June. All meetings will be held at the school that has established the Catholic School Council and shall be open to the public.

## VOTING

When a Catholic School Council votes on a matter, each member of the council other than the school Principal is entitled to vote.

## BY-LAWS

Every Catholic School Council shall develop By-Laws (Appendix A) within the first sixty (60) days of the school year governing the conduct of the Catholic School Council's affairs.

## AGENDAS/MINUTES AND FINANCIAL RECORDS

### Agendas

Every effort will be made to distribute the agenda to members of a Catholic School Council at least five (5) calendar days prior to the meeting by delivering a notice by e-mail and posting a notice on the school website (Appendix B-Agenda).

### Delegations

Individuals may approach the Chair/Co-Chair(s) of a Catholic School Council or the school Principal to be placed on the agenda. This request must be in writing and received at least two (2) weeks prior to the meeting. The Chair/Co-Chair(s) in consultation with the school Principal may approve or reject such requests.

### Minutes and Financial Records

1. A Catholic School Council shall keep and retain the approved minutes of its meetings and records of its financial transactions in accordance with the policies of the Board respecting the retention of documents by committees of the Board (Appendix C-Meeting Minutes).
2. The approved minutes of the Catholic School Council shall be posted on the website of each the school and remain on the site for four (4) years.
3. A Catholic School Council's meeting minutes and records of its financial transactions shall be available for examination at the school by any person without charge for four (4) years.

## INCORPORATION

A Catholic School Council shall not be incorporated.

## CONSULTATION BY THE NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

Catholic School Councils shall be consulted by the Board and/or Principal for recommendations on new and revised policies and procedures with respect to:

- the student achievement and well-being of all students
- the accountability of the education system to parents/guardians
- the code of conduct
- the appropriate dress code for students
- the allocation of funding to the Catholic School Council
- the fundraising activities by Catholic School Council members
- the resolution of internal Catholic School Council disputes
- the reimbursement of expenses of the Catholic School Council
- the Board and school's action plans for improvement based on EQAO results and the communication of the plans to parents/guardians
- the criteria and process for selection and placement of Principals/Vice-Principals
- any new educational initiatives at the Board and school levels
- the development of a plan for providing co-instructional activities

In addition, Catholic School Councils, may provide advice to the Board and/or Principal on any matters that the Catholic School Council identifies as priorities such as:

- the Catholic character of the school and/or the system
- the preparation of the school year calendar
- the development, implementation and review of all Board policies at the local level
- the involvement with the Parish and liturgical celebrations and sacraments
- Board and/or school policies regarding field trips for students
- school budget priorities
- the community use of school facilities
- fundraising activities
- participation in the Niagara Catholic Parent Involvement Committee (NCPIC)
- information and training sessions: curriculum, program goals and priorities
- the school mission statement, and
- other issues deemed appropriate by the Board

## CONSULTATION WITH PARENTS

The Catholic School Council shall consult with parents/guardians of students enrolled in the school about matters under consideration by the Catholic School Council.

## RESOLUTION

All members of the Catholic School Council are required to be in compliance with the Board's Complaint Resolution Policy No. 800.3 and the Catholic School Council By-Laws.

## CODE OF CONDUCT

All members of the Catholic School Council are required to be in full compliance with the Board's Code of Conduct Policy No. 302.6.2 and the Catholic School Council By-Laws.

## FUNDRAISING

1. Fundraising activities may be conducted in accordance with Board policies and procedures. Funds raised are to be used for a purpose approved by the Board and/or Principal.
2. Any funds and assets generated through fundraising activities assisted by the Catholic School Council are the property of the Board.

## ANNUAL REPORT

1. Every Catholic School Council shall annually submit a written report of its activities/fundraising to the Principal of the school and to the Board. (Appendix D) *Catholic School Council Annual Report*.
2. The Principal shall on behalf of the Catholic School Council provide a copy of the report to every parent/guardian of a student enrolled in the school by giving the report to the student for delivery



or by posting the report in the school that is accessible to parents/guardians, or on the school website.

## **REMUNERATION**

A person shall not receive any remuneration for serving as a member or officer of a Catholic School Council.



*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.*

# Niagara Catholic District School Board

## **(Insert School Name)** **Catholic School Council**

### **By-Laws**

**Revised:** \_\_\_\_\_



## **Catholic School Council**

### **TERMS OF REFERENCE**

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, Catholic School Councils support the Mission of Catholic Education and the Mission, Vision and Values of the Niagara Catholic District School Board, by providing a communication link to parents/guardians, Principals/Vice-Principals, staff, students, school communities and the Board.

Catholic Education, in the Niagara Catholic District School Board, is the shared responsibility of all partners: the Board, the Bishop of St. Catharines, parish priests, staff, students, parents/guardians, and members of the community.

A Catholic School Council will be established in each elementary and secondary school in the Board to encourage the active participation of its members to improve student achievement and well-being of all students in their school community, and to enhance the accountability of the education system.

**Name of School**  
**Catholic School Council**

### **BY-LAWS**

The **Name of School** Catholic School Council will develop By-Laws within the first sixty (60) days of the school year governing the conduct of the Catholic School Council's affairs:

- specifying the number of parent/guardian members to be appointed or elected to the committee, governing the process of appointment or election of parent/guardian members and governing the filling of vacancies in parent/guardian membership,
- specifying the number of community representatives, up to three (3), to be appointed to the committee, governing the process of appointment of community representatives and governing the filling of vacancies in community representative membership,
- governing the election of members of the committee to the offices of Chair/Co-Chair(s), and any offices provided for in the By-Laws, and governing the filling of vacancies in the offices of the committee,
- establishing rules respecting conflicts of interest of the members of the Catholic School Council, and
- establishing a process for conflict resolution for internal Catholic School Council disputes, consistent with the Board Complaint Resolution Policy No. 800.3.

### **PURPOSE**

The purpose of the **Name of School** Catholic School Council through active participation of its members is:

- to build strong Catholic identity and community to nurture the distinctiveness of Catholic Education,
- advance student achievement and well-being for all students in their school community, and
- to enhance the accountability of the education system to parents/guardians.

The **Name of School** Catholic School Council will achieve its purpose by making recommendations in accordance with the Regulation to the Principal of the school and the Board.

- Recommendations made to the Principal of the school and/or the Board on any matters that the Catholic School Council identifies as priorities will represent the general views of the school community and the best interests of all students in the school. Recommendations shall be in keeping with the Mission, Vision and Values of Niagara Catholic District School Board along with the distinctive character, philosophy and goals of Catholic Education and respectful of the faith and traditions of the Catholic Church. The Board will retain all the powers and duties specified in the Education Act and its related Regulations.

## MANDATE OF THE CATHOLIC SCHOOL COUNCIL

The **Name of School** Catholic School Council through the active participation of its members is:

- to advocate and strengthen Catholic Education
- to improve student achievement and well-being of students
- to enhance the accountability of the education system to parents/guardians
- to support the Mission Statement, Vision 2020 Statements, Strategic Directions and Enabling Strategies from the Vision 2020 Strategic Plan.

## COMPOSITION

The composition of the **Name of School** Catholic School Council will ensure that parent/guardian members constitute a majority of the members and reflect the diversity of the school community and will include the following:

- **Insert Number of** parent/guardian members.
- The Principal of the school.
- One (1) teacher who is employed at the school.
- One (1) person who is employed at the school, other than the Principal/Vice-Principal or any other teacher (i.e. support staff).
- In the case of a school with one or more secondary school grades,
  - one (1) student enrolled in the school who is appointed by the student council, if the school has a student council, or
  - one (1) student enrolled in the school who is elected in accordance with section 5, if the school does not have a student council.
- In the case of a school with no secondary school grades, one student enrolled in the school who is appointed by the Principal of the school, if the Principal determines, after consulting the other members of the Catholic School Council, that the Catholic School Council should include a student.
- **Insert Number of** community representative(s) appointed by the Catholic School Council who is not an employee of the school.
- One (1) parent/guardian to represent the Ontario Association of Parents in Catholic Education (OAPCE).
- A parish priest or representative from the local parish or a designate from the community will represent the parish on the Catholic School Council.
- One (1) parent/guardian representative of a special needs child within the school to advocate for students with special needs.

## PARENT/GUARDIAN MEMBERSHIP

Nomination forms will be available at the school each September prior to the election of Catholic School Council members. Interested parties are to complete a nomination form and submit the

completed form by 4:00 p.m. EST. on the designated date to the school Principal. All forms will be date stamped for receipt. Incomplete forms will not be accepted.

### **Eligibility**

1. To be eligible for election/appointment to the **Name of School** Catholic School Council a person must:
  - be a parent/guardian of a student enrolled in **Name of School**,
  - reside within the Board's jurisdiction, and
  - support the Mission of Catholic Education, and the Mission, Vision and Values of the Niagara Catholic District School Board.
2. A parent/guardian who is employed by the Board is qualified to be elected/appointed to the **Name of School** Catholic School Council and shall at the first meeting inform the Catholic School Council of their employment with the Board.
3. A person is not qualified to be a parent/guardian member of a Catholic School Council if he or she is employed at the school.

## **COMMUNITY REPRESENTATIVES**

Nomination Forms will be available at the school each September prior to the elections. Interested parties are to submit a complete Community Representative Nomination form, and provide a letter of reference from a community organization to support the nomination to the Principal of the school by 4:00 p.m. EST. on the designated date. All forms will be date stamped for receipt. Incomplete forms will not be accepted.

### **Eligibility**

1. A person is not qualified to be nominated or appointed to the **Name of School** Catholic School Council as a community representative unless the person is qualified to vote for members of the Niagara Catholic District School Board and is a resident in the Board's jurisdiction.
2. A person who is employed by the Board cannot be nominated or appointed to the **Name of School** Catholic School Council as a community representative unless:
  - he or she is not employed at the school: and
  - the other members of the Catholic School Council are informed of the person's employment with the Board before the appointment.
3. A person nominated/appointed to the **Name of School** Catholic School Council as a community representative will be required to:
  - act in the best interest of Catholic Education;

- support the Mission of Catholic Education, and the Mission, Vision and Values of the Niagara Catholic District School Board;
- carry out responsibilities in a manner that assists the school in fulfilling its duties under the Education Act, the Regulations and the guidelines issued under the Act, and the Catholic School Council Policy No. 800.1 and **Name of School** Catholic School Council By-Laws;
- attend and participate in meetings of the **Name of School** Catholic School Council, including sub-committee meetings of which they are members; and
- promote student achievement and well-being of all students in the school.

## ELECTIONS

Elections shall be held within the first thirty (30) calendar days of the start of the school year, on a date that has been selected by the current Chair and/or Co-Chair(s) of **Name of School** Catholic School Council in consultation with the Principal of the school.

The Principal shall at least fourteen (14) days before the date of the election of parent/guardian members give written notice of the date, time, and location and availability of nomination forms to every parent/guardian who has a student enrolled at the school. This notification may be given by giving the notice to the students for delivery to parents/guardians and by posting the notice in the school that is accessible to parents/guardians, and posting on the school website.

If an election is to be held, notification will be given to all candidates as to the date/time of the election. Elections will be organized by the Principal and any outgoing Catholic School Council members to:

- Review and finalize nominations, confirm names on ballots, run the election, and communicate the results.
- Nominees must be in attendance and will be invited to make a brief two (2) minute presentation to parents/guardians.
- The election of parent/guardian members shall be by secret ballot.
- Names and addresses, and contact information of the Chair/Co-Chair(s) and OAPCE representative of the **Name of School** Catholic School Council shall be forwarded to the Director of Education/Designate within thirty (30) calendar days of the election.
- Names of Catholic School Council members will be published to the school community by the Principal no later than thirty (30) calendar days following the election.

## TERMS OF OFFICE

A person elected/appointed as a member of a Catholic School Council holds office from the date the person is elected/appointed until the date of the first meeting of the Catholic School Council after the elections held in the next school year (renewable).

## OFFICERS

The **Name of School** Catholic School Council shall elect Chair/Co-Chair(s) from the parent/guardian members to chair the Catholic School Council.

- An employee of the Board cannot serve as the Chair/Co-Chair of the Catholic School Council.

### **Election of Chair/Co-Chair(s)**

The election of the Chair/Co-Chair shall be by nomination and vote by secret ballot. The candidates receiving a clear majority of votes cast by all parent/guardian members present shall be elected but the count shall not be declared. Should no candidate receive a clear majority of votes cast, the candidate receiving the least number of votes shall be dropped and balloting shall be continued in this manner until a majority of ballots cast shall be in favour of one person or an equality of vote result in a tie, in which one further ballot shall be held. If an equality of votes shall result again, the candidates shall draw lots (straws) to fill the position. The drawing of lots shall be done in alphabetical order and the person who draws the longest straw shall be elected.

### **Sub-Committees**

The **Name of School** Catholic School Council may establish subcommittees to carry out specific tasks or projects in accordance with the overall mandate of the Catholic School Council and to make recommendations on these matters to the Catholic School Council. Members of the sub-committees will elect a Chair/Co-Chair(s) by consensus at the first meeting of the sub-committee.

Subcommittees shall include, but are not limited to: Faith Formation, Goals, Policy and PRO Grant.

A subcommittee of the **Name of School** Catholic School Council:

- must have at least one (1) parent/guardian member of the **Name of School** Catholic School Council.
- may include persons who are not members of the **Name of School** Catholic School Council.
- members of the sub-committees will elect a Chair/Co-Chair(s) by consensus at the first meeting of the sub-committee.

The Chair/Co-Chair(s) of the subcommittee shall:

- in consultation with the school Principal and all subcommittee members determine the date and time of the **Name of School** Catholic School Council subcommittee meetings.
- plan the agenda in consultation with the school Principal.
- Chair the subcommittee meetings.
- Report on the recommendations of the subcommittee at the subsequent **Name of School** Catholic School Council meeting on matters of the committee.
- Record and make available the minutes of the subcommittee meetings to the school Principal and Catholic School Council members.



- communicate matters of the subcommittee with the school Principal and the Chair/Co-Chair(s) of the **Name of School** Catholic School Council.

## VACANCIES

A vacancy in the membership of the **Name of School** Catholic School Council does not prevent the committee from exercising its authority.

Vacancies on the **Name of School** Catholic School Council occur when:

- a parent/guardian member has reached the end of the term
- a member resigns
- a member is unable to fulfill his/her duties

Vacancies in parent/guardian member positions shall be advertised through a variety of methods which may include:

- advertisements in the school newsletters
- school Synervoice

### **Filling a parent/guardian vacancy**

Where a vacancy of an elected parent/guardian member occurs, the **Name of School** Catholic School Council may appoint a parent/guardian from the pool of candidates from the previous election process to serve on the **Name of School** Catholic School Council until the next election.

- If none of the candidates from the pool of the previous election process is interested in becoming a **Name of School** Catholic School Council member, the Catholic School Council may request nominations from interested parents/guardians of the school to submit their names by the designated date for consideration.
- The **Name of School** Catholic School Council may then appoint one (1) of the interested candidates.

### **Filling a vacancy in the Office of Chair/Co-Chair(s)**

Where a vacancy occurs in the office of Chair/Co-Chair(s) the Catholic School Council shall elect a parent/guardian member to complete the remainder of the term that has been vacated.

### **Filling a Community Representative Vacancy**

Where a vacancy of a Community Representative occurs, the **Name of School** Catholic School Council may request the agency to appoint another member, choose a different organization, or choose not to fill the position. Individuals filling a vacated position shall hold the position until the term for that position expires.

## ROLES AND RESPONSIBILITIES

The role of the **Name of School** Catholic School Council member carries with it certain responsibilities.

### **Members**

All members of the **Name of School** Catholic School Council must:

- attend all **Name of School** Catholic School Council meetings and subcommittee meetings of which they are members, either physically or through electronic means on a regular basis,
- participate in information and training sessions, and
- work with the Catholic School Council to facilitate the approved mandate.
- solicit views of other parents/guardians and members of the community to share with the members.
- respond to requests from the Board.
- observe the Catholic School Council's Code of Ethics and By-Laws.
- maintain a school-wide focus on all issues.

### **Chair/Co-Chair(s)**

The Chair/Co-Chair(s) of the **Name of School** Catholic School Council shall:

- determine the dates of **Name of School** Catholic School Council meetings in consultation with the school Principal.
- plan the agenda with school Principal.
- chair the **Name of School** Catholic School Council meetings.
- communicate regularly with the school Principal regarding matters of the Catholic School Council.
- be diligent in ensuring that any views presented in the capacity of Chair/Co-Chair(s) represent fairly the position of the **Name of School** Catholic School Council.
- review the By-Laws annually in consultation with **Name of School** Catholic School Council.
- participate as ex-officio members of all subcommittees established by the Catholic School Council.

### **School Principal**

The School Principal shall:

- facilitate and assist in the operation of the **Name of School** Catholic School Council and assist in its operation;
- in consultation with the Chair/Co-Chair(s) determine the date and time of the **Name of School** Catholic School Council and subcommittee meetings and arrange a meeting room;
- plan the agenda with the Chair/Co-Chair(s) and subcommittee Chairs/Co-Chair(s) of the **Name of School** Catholic School Council.
- make every effort to distribute the agenda to all members of the **Name of School** Catholic School Council at least five (5) calendar days prior to the meeting.
- support and promote the approved activities of the **Name of School** Catholic School Council.
- seek input from the **Name of School** Catholic School Council.
- act as a resource on regulations and Board policies.
- communicate with the Chair/Co-Chair(s) of the **Name of School** Catholic School Council on matters of the Catholic School Council as required.
- assist the **Name of School** Catholic School Council in encouraging increased parent/guardian involvement.

- ensure that the approved minutes of the meetings are recorded, maintained, and posted on the Board website.
- facilitate communication between the Niagara Catholic Parent Involvement Committee and the Catholic School Councils.
- act as the secretary/treasurer to the **Name of School** Catholic School Council.
- prepare and present a report at each meeting, including a financial statement.
- chair the **Name of School** Catholic School Council meeting the event that the Chair/Co-Chair(s) is unable to attend a meeting of the Catholic School Council.

## MEETINGS

The **Name of School** Catholic School Council shall meet at least four (4) times in each school year between September to June. All meetings will be held at the school and are open to the public.

1. Meetings will open and close with a prayer.
2. Meetings will commence on time and not last more than two (2) hours, unless the majority of the Catholic School Council members agree by motion to a longer meeting of no more than thirty (30) minutes beyond the two (2) hour time limit.
3. Meetings shall not proceed unless there is a quorum in attendance. A quorum is fifty percent plus one (50% + 1) of current Catholic School Council members.
4. At all times there must be a majority of parents/guardians at the meeting. A member who participates through electronic means shall be deemed to be present at the meeting.
5. The **Name of School** Catholic School Council shall use consensus as the usual method for developing recommendations and plans. If voting becomes necessary, a simple majority will be sufficient for a vote on any issue.
6. When the Catholic School Council votes on a matter, each member of the Catholic School Council is entitled to one (1) vote except for the school Principal.

### **MEMBER ABSENCES AND ATTENDANCE AT MEETINGS**

Catholic School Council members are expected to attend all council meetings and subcommittee meetings of which they are members, either physically or through electronic means.

- A member who is unable to attend a scheduled Catholic School Council meeting must request to be excused from a meeting by contacting the Chair/Co-Chairs or school Principal and will be marked as excused in the minutes of the meeting.
- Members, who, prior to the adjournment of a meeting, have excused themselves or depart at any time during a meeting will have the time of departure noted in the minutes of the meeting.
- Members, who have not been excused from attendance at a Catholic School Council meeting will be recorded as absent in the minutes of the meeting.
- A member of the **Name of School** Catholic School Council may lose his or her position for being absent for (3) three consecutive meetings without authorization.

- Where a Catholic School Council member submits a letter of resignation or is absent from three (3) consecutive meetings, the Catholic School Council may appoint a replacement to serve until the next election.

## AGENDAS/MINUTES AND FINANCIAL RECORDS

### Agendas

Every effort will be made to distribute the agenda to members of the Catholic School Council at least five (5) calendar days prior to the meeting by delivering a notice by e-mail and posting a notice on the Board website.

### Delegations

Individuals may approach the Chair/Co-Chair(s) of the **Name of School** Catholic School Council or the school Principal to be placed on the agenda. This request must be in writing and received at least two (2) weeks before the meeting. The Chair/Co-Chair(s), in consultation with the school Principal may approve or reject such requests.

### Minutes and Financial Records

The approved minutes and financial transactions of the **Name of School** Catholic School Council shall be retained in accordance with the policies of the Board respecting the retention of documents by committees of the Board.

1. The approved minutes of the **Name of School** Catholic School Council shall be:
  - posted and remain on the school website for four (4) years.
2. The approved minutes and records of its financial transactions shall be available for examination at the school by any person without charge for four (4) years.

## CONFLICT OF INTEREST

A conflict of interest for a **Name of School** Catholic School Council member involves situations in which the member's private interests may be incompatible or in conflict with the Catholic School Council.

- Each Catholic School Council member shall avoid situations that could result in an inconsistency between the overall goals and vision of the **Name of School** Catholic School Council and a personal or vested interest that may arise in connection with his or her duties as a Catholic School Council member.
- Should an issue or agenda item arise during a council meeting where a council member is in a conflict of interest situation, he or she shall declare the conflict of interest immediately and decline from the discussion and resolution.

- The Catholic School Council member shall declare a conflict of interest in matters that they, members of their families or their business affiliations could directly or indirectly benefit from the decisions of the committee.
- A Catholic School Council member who identifies a conflict of interest must declare it before any discussion of the matter begins.
- The Catholic School Council member must:
  - publicly state the conflict of interest, explain the general nature of the interest and have the declaration recorded in the minutes.
  - not vote on the matter under discussion.
  - leave the room when the committee is discussing the matter and have this fact recorded in the minutes.
  - not discuss the matter with members or attempt to influence the decision.

## CONFLICT RESOLUTION

If the school Principal, after discussion with the **Name of School** Catholic School Council Chair/Co-Chair(s), determines that any of the Catholic School Council members have contravened Regulations 330/10 or Board Policy 800.1, the school Principal or Chair/Co-Chair(s) will discuss the matter with the Director of Education. Please see the Complaint Resolution Policy No. 800.3.

- If a Catholic School Council member becomes disruptive during a meeting, the Chair/Co-Chair(s) shall ask for order.
- If all efforts to restore order fail or the unbecoming behaviour continues, the Chair/Co-Chair(s) may direct the individual member to leave the meeting, citing reasons for the request.
- The removal of a Catholic School Council member for one (1) meeting does not prevent the member from participating in future meetings of the Catholic School Council.
- The incident shall be recorded and submitted to the Director of Education by the Director's designate/Superintendent of Education within one (1) week of the meeting.
- It is recommended that parties involved in the conflict follow the Board's Complaint Resolution Policy No. 800.3.
- Upon removal of a Catholic School Council member, a special meeting shall be called, the purpose of which will be to arrive at a mutually acceptable solution to the dispute. Such a meeting shall be a private meeting and not construed as a meeting of the **Name of School** Catholic School Council.
- Any resolution reached at the meeting to resolve the conflict shall be signed and respected in full by all parties to the agreement.

## CODE OF CONDUCT

A Catholic School Council member shall:

- support, encourage and enhance parent engagement at the school level in order to build strong Catholic identity and community to nurture the distinctiveness of Catholic Education, and to advance student achievement and well-being for all students in the Niagara Catholic District School Board.
- consider the best interest of all students and the Catholic School Council members.
- be guided by the Mission of Catholic Education and the Mission, Vision and Values of the Board.
- become familiar with the Education Act, Board Policies, and Ministry of Education Regulations.
- maintain the highest standards of integrity, recognizing and respecting the personal integrity of each member of the Catholic School Council and Board staff.
- treat all other Catholic School Council members and Board Staff with respect and allow for diverse opinions to be shared, without interruption.
- create a positive environment in which individual contributions are encouraged and valued.
- acknowledge democratic principles and accept the consensus of the **Name of School** Catholic School Council for recommendation to the school Principal.
- focus discussions at Catholic School Council meetings to those items that fall within the mandate of the Catholic School Council.
- bring questions or concerns to the attention of the school Principal through appropriate policies of the Board.
- promote high standards of ethical practice within the Catholic School Council.
- not accept any payment for their involvement on the Catholic School Council.
- refrain from making any negative statements about any individual or groups.
- declare any conflict of interest.



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

Appendix B

**AGENDA**  
**NAME OF SCHOOL CATHOLIC SCHOOL COUNCIL MEETING**

**DATE**  
**Location**

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**A. ROUTINE MATTERS**

1. Opening Prayer
2. Roll Call
3. Approval of the Agenda
4. Election of Chair and/or Co-Chairs (*when necessary*)
5. Election of the Ontario Association for Parents in Catholic Education (OAPCE) Representative (*when necessary*)
6. Disclosure of Interest
7. Approval of Minutes of the **Name of School** Catholic School Council Meeting of **Date**

**B. PRESENTATIONS**

**C. PRINCIPAL'S REPORT**

1. Niagara Catholic Parent Involvement Committee (NCPIC) Report
2. Special Education Advisory Committee (SEAC) Report
3. Catholic School Council Financial Report

**D. OAPCE REPORT**

**E. STAFF REPORT**

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

**G. NEXT MEETING**

**H. ADJOURNMENT**

**I. CLOSING PRAYER**



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

**MINUTES OF THE  
NAME OF SCHOOL CATHOLIC SCHOOL COUNCIL MEETING**

**DATE**  
**Location**

Minutes of the Meeting of the **Name of School** Catholic School Council, held on **Date** at **Time**.

The meeting was called to order at **time** by Chair /Co-Chair **Name of Chair/Co-Chair**.

**A. ROUTINE MATTERS**

**1. Opening Prayer**

The opening prayer was led by \_\_\_\_\_

**2. Roll Call**

<b>CATHOLIC SCHOOL COUNCIL MEMBERSHIP</b>		Present	Excused	Absent
Principal/Vice-Principal Secretary/Treasurer				
Chair				
Co-Chair				
Teacher Representative				
Non-Teaching Representative				
Student Representative				
Parish Representative				
OAPCE Representative				
<b>PARENT/GUARDIAN MEMBERS</b>				



**3. Approval of the Agenda**

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

**THAT** the **Name of School** Catholic School Council approve the Agenda of the **Name of School** Catholic School Council Meeting of **Date**.

**CARRIED**

**4. Disclosure of Interest**

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

**(If conflict of Interest is declared please record)**

**5. Approval of Minutes of the **Name of School** Catholic School Council Meeting of **Date****

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

**THAT** **Name of School** Catholic School Council approve the Minutes of the **Name of School** Catholic School Council Meeting of **Date of Last Meeting** as presented.

**CARRIED**

**B. PRESENTATIONS**

**C. PRINCIPAL'S REPORT**

1. Niagara Catholic Parent Involvement Committee (NCPIC) Report
2. Special Education Advisory Committee (SEAC) Report
3. Catholic School Council Financial Statement

**D. OAPCE REPORTS**

**E. STAFF REPORTS**

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

**G. NEXT MEETING**

**H. ADJOURNMENT**

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

**THAT** the **Date** meeting of the **Name of School** Catholic School Council be adjourned.

**CARRIED**

This meeting was adjourned at \_\_\_\_\_

**I. CLOSING PRAYER** was led by \_\_\_\_\_

# Insert School Letterhead

Annual Catholic School Council Report  
School Year

CATHOLIC SCHOOL COUNCIL MEMBERSHIP	
<b>Catholic School Council</b>	Chair-  Co-Chair(s)-
<b>Principal/Vice-Principal Recording Secretary/ Treasurer</b>	
<b>Parent/Guardian Members</b>	
<b>Teaching Staff</b>	
<b>Non-Teaching Staff</b>	
<b>SEAC Representative</b>	
<b>OAPCE Representative</b>	
<b>Community Representative(s)</b>	
<b>Parish Representative</b>	

MEETING DATES	EVENTS DISCUSSED

GOALS	ACHIEVEMENT OF GOALS

FINANCIAL REPORT				
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FUNDRAISING ACTIVITY	FUNDS RAISED FOR	REVENUE	EXPENSES	PROFIT
<b>Example</b>	<b>Pasta Night</b>	<b>1000.00</b>	<b>350.00</b>	<b>650.00</b>



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MARCH 28, 2017**

***PUBLIC SESSION***

**TITLE: APPROVED MINUTES OF THE SPECIAL EDUCATION  
ADVISORY COMMITTEE (SEAC) MEETING OF  
FEBRUARY 1, 2017**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of February 1, 2017, as presented for information.



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING WEDNESDAY, FEBRUARY 1, 2017

Minutes of the Meeting of the Special Education Advisory Committee, held on Wednesday, February 1, 2017, 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	✓		
Karen Murphy	Autism Ontario Niagara Region	✓		
Dorothy Harvey	Niagara Children’s Centre	✓		
Rita Smith	Community Living Port Colborne/Wainfleet	✓		
<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; **Jim Di Gioia**, Coordinator – Special Education; **Denice Robertson**, Principal, Secondary; **Lisa Selman**, Principal, Elementary; **Tina DiFrancesco**, Recording Secretary

**Introductions**

Chair Racine introduced the following new member of the Niagara Catholic Special Education Advisory Committee; Dorothy Harvey, Niagara Children’s Centre.

**3. Approval of the Agenda**

Moved by Sarah Farrell

Seconded by Andrew Howcroft

**THAT** the Special Education Advisory Committee approve the Agenda of the Special Education Advisory Committee Meeting of February 1, 2017.

**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 January 11, 2017**

Moved by Andrew Howcroft

Seconded by Sarah Farrell

**THAT** the Special Education Advisory Committee approve the Minutes of the Special Education Advisory Committee Meeting of January 11, 2017 as presented.

**CARRIED**

**B. PRESENTATIONS**

**1. Multi-Year Accessibility Plan**

Superintendent Baldasaro and Cathy McMullin, ABA Supervisor presented information about Niagara Catholic’s support to a fully accessible Ontario. Staff provided an overview of accessibility throughout the Board, the development of the Multi-Year Accessibility Plan and the ongoing efforts of various departments to adhere to accessibility regulation. The Multi-Year Accessibility Plan was handed out for information.

Superintendent Baldasaro reviewed the Multi-Year Accessibility Plan with the SEAC members. Bill Helmeczi is the current SEAC representative on the Niagara Catholic Accessibility committee. Superintendent Baldasaro asked if any other SEAC member would like to be part of this committee. More information to follow at the March meeting.

## C. VISIONING

### 1. Goals and Vision for 2016-2017

#### 1.1 Goals for the 2016-2017 School Year

Chair Racine reviewed the current status of the goals for this school year with the SEAC members. Superintendent Baldasaro asked the SEAC members for suggestions regarding Professional Development presentations for upcoming SEAC meetings. The following are the proposed ideas; *Parent Voice – Niagara Catholic Parent Involvement Committee* in April and the *Board Improvement Plan for Student Achievement and Well Being (BIPSAW)* in May.

## D. BUSINESS ARISING FROM THE MINUTES OF THE MEETING OF JANUARY 11, 2017

### 1. Learner Advocacy

### 2. Parent Outreach

### 3. Program and Service Recommendations

### 4. Special Education Budget

### 5. Annual Review, Special Education Plan

#### 5.1 Formation of a Subcommittee

Superintendent Baldasaro suggested the formation of a subcommittee in preparation for the annual review of the Special Education Plan which will occur in March, April and May. If anyone is interested in joining the subcommittee, please let Chair Racine know by Friday, February 10<sup>th</sup>.

### 6. Other Related Items

#### 6.1 Award of Distinction

Handouts were provided to the SEAC members regarding the Niagara Catholic Education Award of Distinction and the Annual Bishop's Gala. Nomination forms are to be submitted and received by **February 24, 2017 to the attention of Frank Iannantuono, Superintendent of Education**. The award will be presented at the 14<sup>th</sup> Annual Bishop's Gala being held on Saturday, April 1, 2017.



## **7. Policy Review**

### **7.1 Catholic School Councils Policy (800.1)**

A discussion was held regarding this policy. *Feedback is to be submitted to jennifer.pellegrini@ncdsb.com by February 17, 2017.*

## **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 after-school literacy and social skills programs are now full! We will be kicking off our winter session starting Monday, February 6<sup>th</sup> and everyone is ready and looking forward to it.
- We are pleased and eager to announce that LDANR is a successful recipient of a 2017 Ontario Trillium Foundation Seed Grant! This Seed Grant will be expended to pilot a Math Intervention Program for children in Grades 2-3 with suspected dyscalculia who experience math anxiety. The small-group program will be piloted at two program sites in Spring 2017, and two sites in Fall 2017. Stay tuned for more program specific details!

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

- Nil Report

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

- February is National Inclusive Education Month! Every year the Canadian Association for Community Living and Inclusive Education Canada in partnership with provincial and territorial associations recognizes the efforts of teachers, school leaders and parents as they work to make inclusion a reality in all Canadian schools. If you are aware of any current practices that draw attention to the positive outcomes of inclusion, we want you to let us know about it so we can share the news with folks: Website: [www.inclusiveeducation.ca](http://www.inclusiveeducation.ca).
- Community Living Ontario has developed a Student Links initiative. **Student Links** is an opportunity for students who have an intellectual disability to explore ideas for their future after high school. Student Links matches students and mentors who share a common passion or interest. For some, it's a simple choice. For others, a Rubik's cube is easier to solve. The choice is just as hard for people who have an intellectual disability. Some of the mentors that have been matched with students in the past have been experts in botany, broadcasting, comics, film, geography, bikes, music production, aviation, fashion design, fitness and many more. Students between the ages of 14 to 21 can learn more about their area of interest or be introduced to members of their community who have similar interests. Student Links Coordinators introduce students to a member of their community who shares similar interests. **Local contact: Carolyn Fast** [cfast@communitylivingontario.ca](mailto:cfast@communitylivingontario.ca). **For more information about the Student Links initiative, please contact: Joel MacIntyre, Student Links Lead** at (416) 447-4348, ext. 236.  
**Linda White, Coordinator of Community Inclusion Project** at (416) 447-4348, ext. 239.
- Student Links is also sponsoring a conference at the Rose City Suites on February 21 & 22. It's for students soon to be finishing High School who might not be sure what kind of job they would like to have in the future, or not sure what they want to do with their day when they're finished high school, or not sure how to explore a brand new interest? No cost and it includes lunch.

**6. Autism Ontario Niagara Region – Karen Murphy**

- Once again we encourage schools to participate in celebrating World Autism Awareness Day on Monday, April 3/17. To register visit our website.
- Parent and Tot Program – Family Open House February 11/17 – A fun and supportive playgroup where parents and toddlers meet together to play and support each other. To register visit our website.
- Social Skills Training Programs - Is offering 3 social skills training programs to individuals of all ages with Autism Spectrum Disorder (ADS). If interested in one of these groups visit our website.
- Now hiring for Summer Camp Directors. If interested submit a resume and cover letter to [hr@autismontario.com](mailto:hr@autismontario.com)
- Workshop Series – My child was diagnosed with Autism Spectrum Disorder: Now What? Visit our website to learn more on how to register.
- Autism Ontario Niagara's Annual Trivia Night, is being held on Saturday March 4th. Tables are selling very fast; if interested register ASAP and the money needs to be brought into the Niagara office no later than Friday, February 10th.

7. **Niagara Children's Centre – Dorothy Harvey**

**Family Engagement**

- The Centre has adopted a formalized approach to Family Engagement that is inclusive of Families as Advisors, Families as Mentors and Families as Informed Consumers.
- We have just completed a Trillium Seed Grant that enabled us to further develop our Families as Advisors component and have developed different ways families can serve as advisors including:
  - Establishing a Family Advisory Network
  - Having families participate on Centre organizational committees including our Diversity and Cultural Competence Committee, Quality Committee, Family Engagement Committee and Communications Committee
  - Having virtual advisors that can provide feedback on materials, presentations

**Strategic Planning**

- The Centre has just completed a strategic planning exercise and will be communicating our revised mission, vision and strategic priorities over the next few weeks.

**Centre School**

- Is also going through a strategic planning exercise.
- Revised referral packages are out. There is a focus this year on ensuring families and referrals sources are clear on the goals/expectations for placement. There will be more up front communication on the part of the School and Therapists on the expected outcomes for placement, models of therapy service provision in the Centre school and when children will be transitioned back to community schools.

**Transition to School**

- Preschool agencies and school boards are busy with transition to school processes for ELKP entry September 2017.
- Parent orientation evenings were held in November and initial agency/school meetings were completed in January.
- School staff are now beginning to do observations in child care and at the Centre in preparation for individual parent/school meetings beginning in April.

**Special Needs Strategy**

- The Centre and community partners including the 2 English school boards, a representative of the French Boards, CCAC and Bethesda are continuing to meet in relation to the Integrated Rehabilitation component of the Special Needs Strategy.

8. **Community Living Port Colborne/Wainfleet – Rita Smith**

- **Student Links** is an opportunity for students who have an intellectual disability to explore ideas for their future after high school.
- The **Good Life** workshop, sponsored by Student Links is being held on February 21 and 22 at the Best Western Rose City Suites.
- Community Living Port Colborne/Wainfleet in collaboration with Autism Ontario is having an information session to learn about the Autism Registry for kids diagnosed with or suspected of having Autism Spectrum Disorder and/or Developmental Disabilities. The session will be held on February 9<sup>th</sup> at CLPCW, 100 McRae Ave., Port Colborne. Contact Monica at 905-835-8941 ext. 117, [monicap@clpcw.com](mailto:monicap@clpcw.com)

## **G. STAFF REPORTS**

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

#### *Happening in Elementary Schools*

- Snow has arrived! All students are enjoying the outdoor recesses and fresh air.
- Kids Helping Kids Week - A variety of activities are planned to increase awareness and donations of the Niagara Children's Centre. Many student councils will be touring the Centre this month.
- Ground Hog Day, Valentine's Day, Shrove Tuesday activities engage parents and students this month.
- February is Black History Month.
- Elementary Student Senates are meeting throughout the month at various high schools.
- Various elementary schools provide Before and/or After school Homework Help.
- Breakfast Club, Snack programs accessed through Niagara Nutrition Partners continue at many elementary schools.
- Various elementary schools host Let's Read, Reading Rocks, Go Girls!
- Public Health-School Nurses support elementary children and parents by facilitating various presentations. Some include: Puberty Night, Mindfulness for primary children.
- Term 1 Report Cards, Term 2 IEPs, Alternative Programs are being prepared to go out the week of February 21.
- Registration for September 2017 is in progress. Visit #AllAreWelcome

### **2. Denice Robertson – Principal, Secondary**

#### *Happening in Secondary Schools*

- Semester 2 preparations are underway.
- Members of the Special Education department have begun updating Individual Education Plans to reflect accommodations for Semester 2 courses and teachers.
- Timetables for students with IEP's have been reviewed individually. Special Education and Guidance have worked closely together to ensure that students are taking courses that are appropriate to their individual pathway.
- The list of students who will write the OSSLT has been identified early to provide extra support as they prepare to write in March.
- Special Education Class staff has worked very cohesively to develop student and EA's schedules that maximize integration into regular classrooms and Co-Op placements throughout the community.
- Students completed EQAO math testing with the support of Special Education.

#### ***Blessed Trinity***

- We are looking forward to another group of Peer Tutors who will be integral in supporting our Special Education Class students as they participate in all aspects of the school.
- Meetings between Special Education staff and Community Agencies continue to take place for our students who will move on next year to their adult pathway.
- Transitions for students who will be entering into the Special Education Class will take place this semester. We are looking forward to our new students and their families next year.

- Our goal through conversation, documentation and Person-Centered Thinking is to identify the needs and desires of Transitioning Aged Youth. We believe that by beginning this process early, it will allow for everyone to take the journey together, stay in touch with trends, and the ever-changing needs and desires of young people today.

#### ***Holy Cross***

- The Special Education Class at Holy Cross have recently extended our sincere thanks to our semester one teachers and we are looking forward to another successful semester filled with new courses and opportunities. During the exam timetable, we had a small group attend and they enjoyed the special attention and varied activities. We took the opportunity to make our own lunches including pasta, garlic bread with fresh garlic, and homemade apple crisp. Thank you to our Food and Nutrition class for making the pasta sauce from scratch for us. We also thoroughly enjoyed time with our gentle Therapy Tails dog, Randy and our gifted music therapist, Mendelt. We feel very blessed to have such special connections with our community. On the final day, the students ordered in delicious fish 'n' chips from local business, J Monks and several teachers popped in to share their lunch time with us.

#### ***Saint Michael***

- Saint Michael is hosting a Special Education Valentine's Semi Formal on February 14<sup>th</sup> for all student in Niagara Catholic's Special Education classes.
- Second Semester IEPs will be developed in February with our hope to send them home before March Break. Parents are always encouraged to be a part of the IEP development process.

#### ***Denis Morris***

- The Special Education Class continues to prepare for the Special Olympics Events planned throughout the spring. The students have begun practicing soccer and team development skills such as communication, teamwork and sportsmanship. The school hopes to put together teams for other sports as well, in particular bocce.
- Denis Morris had their Family of Schools ERT meeting to discuss transition planning for our grade 8 students as they prepare to enter high school. Differences in subject streaming and how Special Education supports our grade 9's was also outlined.
- As we begin with semester 2: The ABA style of student profiles have been provided to the teachers of the applied level math. The goal is for the teachers to add to the student profile as they begin to "know their learner."
- Educational Assistants and peer helpers have been assigned to classes requiring added support for our students.

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

- The *Niagara Catholic Director's Annual Report 2016* and *Niagara Catholic System Priorities Mid-Year Achievement Report 2016-2017* were handed out for information.
- The updated *Protocol Between Niagara Catholic District School Board and the Niagara Regional Police Service and School Resource Officers* was presented at the January 31<sup>st</sup> Board meeting.
- There have been changes to the Ontario Autism Program. Niagara Catholic sent a proposal and has received funding from the Ministry of Education to begin a pilot project for an Afterschool Skills Development program to start in the spring.

4. **Jim Di Gioia – Coordinator Special Education**

- Nil Report

**H. TRUSTEE REPORTS**

1. **Pat Vernal – Trustee**

- Nil Report

2. **Maurice Charbonneau – Trustee**

- Working on the budget for 2017-2018.

**I. STUDENT REPORT**

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

- Nil Report

**J. NCPIC REPORT**

- Planning is underway for the Family Faith Event being held on May 25<sup>th</sup>.

**K. ALLIANCE COMMITTEE REPORT**

- Nil Report

**L. NEW BUSINESS**

1. **Learner Advocacy**

2. **Parent Outreach**

3. **Program and Service Recommendation**

4. **Special Education Budget**

5. **Annual Review, Special Education Plan**

6. **Other Related Items**

### **6.1 2017 Regional Feedback Session on the Alternative Framework**

Superintendent Baldasaro informed the SEAC members of the upcoming feedback session relating to the Ministry of Education's *Provincial Framework for Alternative Programs and Courses K-12*. An invitation was extended to the SEAC members to have a SEAC representative participate in the session being held on Tuesday, March 21, 2017 at Marquis Gardens in Ancaster to review the framework and provide feedback. If anyone is interested in attending, please contact Yolanda Baldasaro by Friday, February 10<sup>th</sup>.

### **7. Policy Review**

## **M. CORRESPONDENCE**

1. A letter was received from the Nipissing-Parry Sound Catholic District School Board's Special Education Advisory Committee addressed to the Ministry of Education regarding their support of the concerns identified by the Toronto Catholic District School Board's SEAC regarding the overall reductions in the Special Education Funding formula, in particular, reductions to the Special Education High Needs Amount (HNA).

## **N. QUESTION PERIOD**

## **O. NOTICES OF MOTION**

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

## **Q. INFORMATION ITEMS**

1. Superintendent Baldasaro informed the SEAC members that March 1<sup>st</sup> is Ash Wednesday; therefore the next SEAC meeting will be held on March 8<sup>th</sup>. The Director of Education and Superintendent of Finance will be in attendance for the consultation process for the development and feedback of System Priorities and budget process.
2. Chair Racine reminded the SEAC members to review the SEAC brochure.

## **R. NEXT MEETING:**

*Wednesday, March 8, 2017 at 7:00p.m. at the Catholic Education Centre*

## **S. ADJOURNMENT**

Moved by Andrew Howcroft  
Seconded by Sarah Farrell

**THAT** the February 1, 2017 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  
MARCH 28, 2017**

***PUBLIC SESSION***

**TITLE: SCHOOL EXCELLENCE PROGRAM  
ST. MICHAEL CATHOLIC ELEMENTARY SCHOOL**

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The School Excellence Program report is presented for information.

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Prepared by: Ted Farrell, Superintendent of Education

Presented by: Ted Farrell, Superintendent of Education

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

Date: March 28, 2017





## SCHOOL EXCELLENCE PROGRAM ST. MICHAEL CATHOLIC ELEMENTARY SCHOOL

### Contact Info

387 Line 3, RR #2  
Niagara on the Lake, ON  
L0S 1J0  
Ph: 905.684.1051  
Fx: 905.684.5521

[Contact](#)

### Grades

ELKP – 8

### Enrolment

352 as of September 2016

### Principal

Blaine MacDougall

### Superintendent

Ted Farrell

### Catholic School Council

Chair: Annina Serluca  
Co-Chair: Meredith Raso

### Parish

St. Vincent de Paul



St. Michael Catholic Elementary School is located in the heart of Niagara's tenderfruit region. The school was founded in 1962. The founding principal was Delbert O'Sullivan. We have a modern, well-maintained, one level building with controlled access to our premises. Our entire school was renovated and four additional classrooms were added in September 2002. At that time, our school amalgamated with the former St. Vincent de Paul School. As a result, Catholic students in Niagara-on-the-Lake attend St. Michael Catholic Elementary School.

St. Michael Catholic Elementary School is a part of the [Holy Cross Catholic Secondary School](#) Family of Schools.

At St. Michael Catholic, we partner to develop the spiritual, academic, emotional and social success of all our students!

- School Mission Statement -

Prepared by: Ted Farrell, Superintendent of Education

Presented by: Ted Farrell, Superintendent of Education

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

Date: March 28, 2017

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MARCH 28, 2017**

***PUBLIC SESSION***

**TITLE: NIAGARA CATHOLIC ALTERNATIVE LEARNING  
PROGRAMS**

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The Niagara Catholic Alternative Learning Programs report is presented for information.

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Prepared by: Mark Lefebvre, Superintendent of Education  
Marco Magazzeni, Administrator - Alternative Learning and Community Partnerships

Presented by: Mark Lefebvre, Superintendent of Education  
Marco Magazzeni, Administrator - Alternative Learning and Community Partnerships

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

Date: March 28, 2017



## **REPORT TO THE BOARD MARCH 28, 2017**

### **NIAGARA CATHOLIC ALTERNATIVE LEARNING PROGRAMS**

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#### **BACKGROUND INFORMATION**

The Niagara Catholic District School Board understands that all students learn differently and that some students require a different environment in order to achieve personal and academic goals.

#### **Pope Francis Centre**

The Pope Francis Centre provides our students with an alternative - school connected place to learn with individually designed programs, experiences and support. The Pope Francis Centre motto is “A Place Where all are Welcome”. The Centre works in conjunction with several other Niagara Catholic alternative programs designed to support all students, wherever their educational journey takes them, in a non-traditional school setting.

#### **Niagara Catholic LINK**

Niagara Catholic LINK is a program designed for students who are not currently attending secondary school or who are at risk of leaving school before graduation. Niagara Catholic LINK allows students to work towards earning secondary school courses while at the same time earning one Niagara College Dual Credit. (A Dual Credit counts both as a secondary school credit AND a College general elective credit).

#### **Supervised Alternative Learning Plan**

A Supervised Alternative Learning Plan (SALP) is used to encourage students who are at risk of not graduating to continue their education in an alternative manner. Students who are not attending school regularly are encouraged to apply to a SALP along with parental/guardian support. The goal of the SALP is to re-engage students to work towards their secondary school diploma and graduate with their peers.

#### **Saint Kateri Located in the Former Village of St. John’s**

The Niagara Catholic District School Board and Niagara Regional Native Centre have formed a partnership in providing secondary school students as well as adult learners of the indigenous community an opportunity to complete their OSSD in an alternative learning setting. Together in partnership with Niagara Peninsula Conservation Authority we are able to provide this learning environment at Saint Kateri located in the former Village of St. John’s.

#### **Community Outreach Teacher**

The Niagara Catholic District School Board supported a Community Outreach Teacher in the Fall of 2016. Together with the assistance of the Board Attendance Councilor, several students have been provided various options in order to complete the Ontario Secondary School Diploma (OSSD). Both the teacher and counselor reach out to community partners and agencies and find students of all needs and all points of their life who need assistance.

### **Young Parent Support Program**

A Young Parent Support Program has been established to provide a safe nurturing environment for young parent(s) who may be experiencing challenges with completing school credits within a traditional school setting. With the added responsibility of caring for their child, the Parent Support Program provides an environment conducive to learning and caring for their child all within the same setting.

### **Parent Support Program**

The Parent Support Program is for young mothers and fathers or mothers-to-be (up to 21 years of age) working to earn high school credits in an alternative learning environment and have the opportunity to bring their child to school. Parents are provided with opportunity to complete the requirements for an Ontario Secondary School Diploma and their home school's Catholic School Graduation Diploma.

### **Children Youth in Care**

The Children Youth in Care (CYIC) Program at Niagara Catholic District School Board provides additional support to Crown Ward students in Secondary Schools. A designated teacher is assigned and provides academic support to students and assists them in navigating school resources as well as transitioning to post-secondary opportunities. The CYIC Teacher meets students in their school or off site.

### ***Alternative Learning Program - Current Staffing:***

Administrator of Alternative Programs and Community Partnerships	Marco Magazzeni
<b>Pope Francis Centre, Welland</b>	
Secondary Teacher	Ryan Dudley
Secondary Child and Youth Worker	Virginia Natale
Elementary Teacher	James Watson
Elementary Child and Youth Worker	Krista Belcamino
<b>Niagara Link Program Niagara College Welland (Secondary)</b>	
Educational Assistant	Chris McLean (.5) Tammy Morrone (.5) Dina Sheridan
<b>Supervised Alternative Learning (SAL)</b>	
Stay in School Coordinator	Bridgette Ridley
<b>Niagara Regional Native Centre (NRNC)</b>	
Saint Kateri (Soaring Eagles) – Secondary Resource Worker (NRNC)	Kelsey Dick Sherry Emmerson
<b>Community Outreach Program (Secondary Success)</b>	
Attendance Counselor	Paul DiFrancesco Brenda Allington
<b>Children Youth in Care (.5 Secondary)</b>	TBD - currently unfilled

A visual component of this report will be presented at the March Committee of the Whole meeting.

The Niagara Catholic Alternative Learning Programs report is presented for information.

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Prepared by: Mark Lefebvre, Superintendent of Education  
Marco Magazzeni, Administrator – Alternative Learning and Community Partnerships

Presented by: Mark Lefebvre, Superintendent of Education  
Marco Magazzeni, Administrator - Alternative Learning and Community Partnerships

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

Date: March 28, 2017

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MARCH 28, 2017**

***PUBLIC SESSION***

**TITLE: AWARD OF CONSTRUCTION CONTRACT FOR  
OUR LADY OF FATIMA (GRIMSBY) CATHOLIC  
ELEMENTARY SCHOOL - ADDITION**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Award of Construction Contract For Our Lady of Fatima (Grimsby) Catholic Elementary School Addition to Brouwer Construction (1981) Ltd. with a total project cost of \$4,525,228.

---

Prepared by: Scott Whitwell, Controller of Facilities Services  
Presented by: Scott Whitwell, Controller of Facilities Services  
Recommended by: John Crocco, Director of Education/Secretary-Treasurer  
Date: March 28, 2017



**REPORT TO THE BOARD  
MARCH 28, 2017**

**AWARD OF CONSTRUCTION CONTRACT FOR  
OUR LADY OF FATIMA (GRIMSBY) CATHOLIC  
ELEMENTARY SCHOOL - ADDITION**

**BACKGROUND INFORMATION**

The Ministry of Education (MOE) approved \$4,525,228 of Capital Priority/Child Care funding to address capital needs related to Our Lady of Fatima (Grimsby) Catholic Elementary School.

The project consists of the addition of six classrooms and 3 child care rooms. There are also improvements to parking, landscaping and walkways. The demolition of the Cyberquest building is also included.

The tender period was from March 1, 2017 to March 23, 2017. Svedas Architects Inc. was the architectural firm for this project.

The architect has analyzed the bids and has recommended the award of a construction contract to Brouwer Construction (1981) Ltd.

SCHOOL NAME	ARCHITECT	RECOMMENDED CONTRACTOR	FUNDING ALLOCATION	TOTAL PROJECT COST
Our Lady of Fatima (G) C.E.S.	Svedas Architects	Brouwer Construction (1981) Ltd.	\$4,525,228	\$4,525,228

**TOTAL PROJECT COST**

Construction Contract	\$3,448,000
Consultant Fees & Disbursements	336,600
Other Project Costs	740,628
<b>TOTAL</b>	<b>\$4,525,228</b>

**FUNDING**

Proposed funding is as follows:

Capital Priority	\$2,997,890
Child Care	1,527,338
<b>TOTAL</b>	<b>\$4,525,228</b>

Please note that the MOE has granted approval to proceed with this project.

It is the recommendation of the Director of Education and the Controller of Facilities Services in consultation with the project architect that the Niagara Catholic District School Board approve the award of construction contract to Brouwer Construction (1981) Ltd.

## **DRAWINGS**

Appendix A: Rendering

Appendix B: Site Plan

Appendix C: First Floor Plan

Appendix D: Second Floor Plan

## **RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Award of Construction Contract For Our Lady of Fatima (Grimsby) Catholic Elementary School Addition to Brouwer Construction (1981) Ltd. with a total project cost of \$4,525,228.

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Prepared by: Scott Whitwell, Controller of Facilities Services

Presented by: Scott Whitwell, Controller of Facilities Services

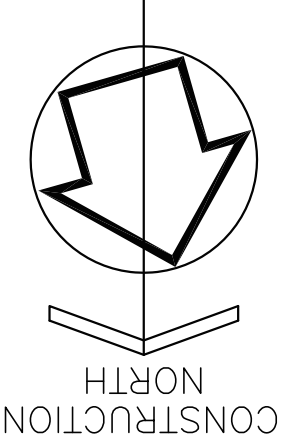
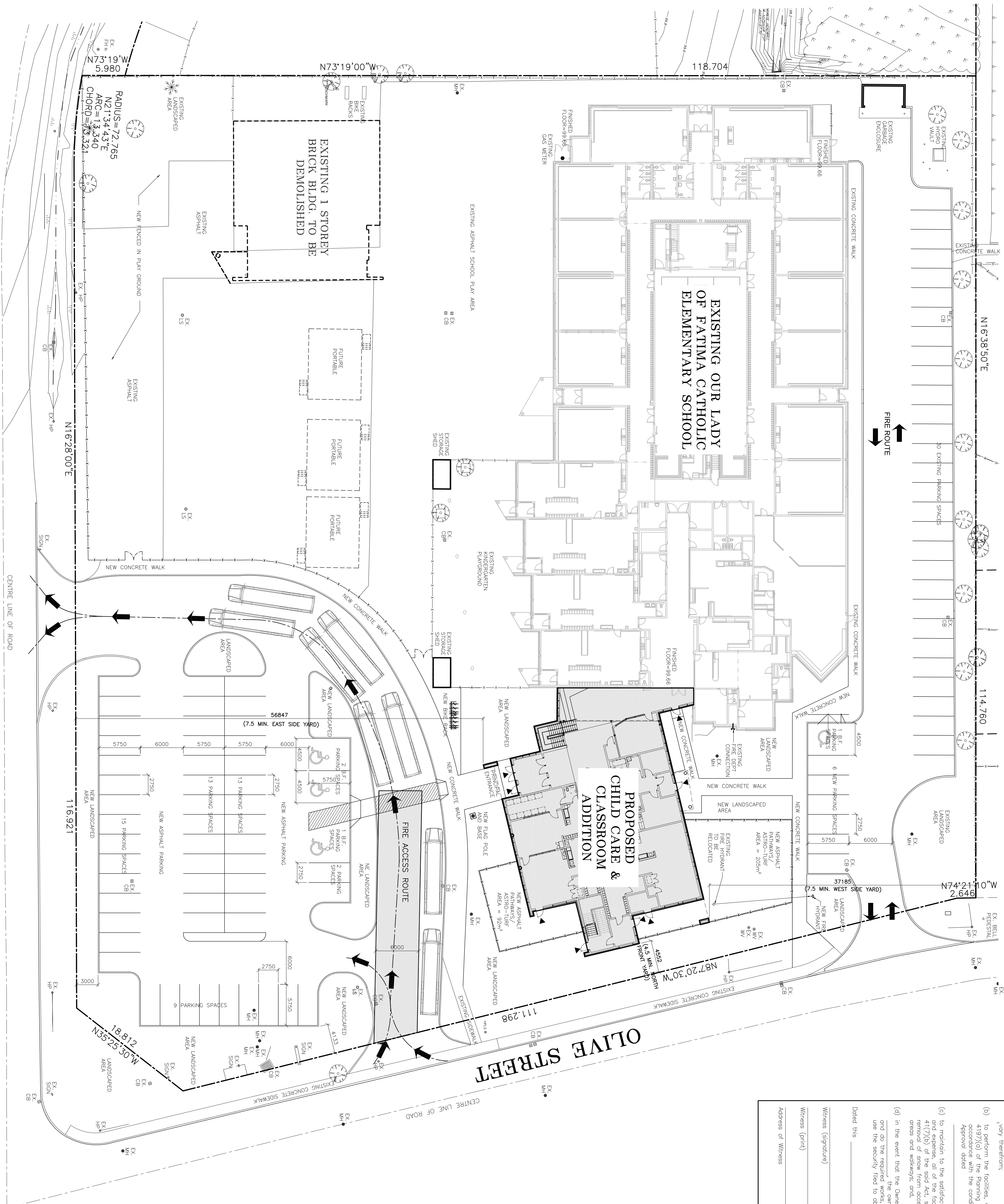
Recommended by: John Crocco, Director of Education/Secretary-Treasurer

Date: March 28, 2017









# SITE PLAN

## NORTH SERVICE ROAD

## OLIVE STREET

**LEGAL DESCRIPTION:**  
 PART OF LOT 11 CONGRESSION 1  
 GEOGRAPHIC TOWNSHIP OF NORTH GRIMSBY  
**TOWN OF GRIMSBY**  
 REGIONAL MUNICIPALITY OF NIAGARA

**BUILDING CLASSIFICATION:**  
 OBC 2012  
 Group A, Division 2, Two Storey,  
 Sprinklered, Supervised, Non-Combustible  
 Facing One Street, Reference: 3.2.2.24

**SITE PLAN STATISTICS**

DETAILS OF DEVELOPMENT	
ZONING	INSTITUTION (I) ZONE
NET LOT AREA	16,185 SM (square metres)
BUILDING COVERAGE (MAXIMUM)	3,474 SM
EXISTING BLDG. PROPOSED BLDG.	4,192 SM = 25.9%
BUILDING HEIGHT (MAXIMUM PERMITTED) NO REQUIREMENT	2
PREPARED GROUND FLOOR AREA	719 SM
PROPOSED GROUND FLOOR AREA	698 SM
EXISTING BLDG. AREA	3,474 SM
GROSS FLOOR AREA	4,869 SM
MINIMUM FRONT YARD	NORTH 4.5 M - PROVIDED 4.557M
MINIMUM SIDE YARDS	EAST 7.5 M - PROVIDED 58.848M
MINIMUM REAR YARD	WEST 7.5 M - PROVIDED 37.185M
PARKING SPACES REQUIRED FOR SCHOOL	225 (23 CARS)
5 PORTABLES x 1.25 CAR	6.25
NEW ADDITION: 6 CLASSROOMS x 1.25 CAR	7.5
TOTAL REQUIRED	238 CARS
PARKING SPACES PROVIDED FOR SCHOOL	0
BARRIER FREE PARKING SPACES REQUIRED	92
3.75 M x 5.75M L EACH INCLUDING BARRIER	2
2.75 M x 4.5M L EACH INCLUDING BARRIER	4
4.5M W x 5.75M L EACH (MINIMUM)	2
BICYCLE PARKING REQUIRED (7% OF PARKING)	7
BICYCLE PARKING PROVIDED	20

**GENERAL SITE PLAN NOTES:**

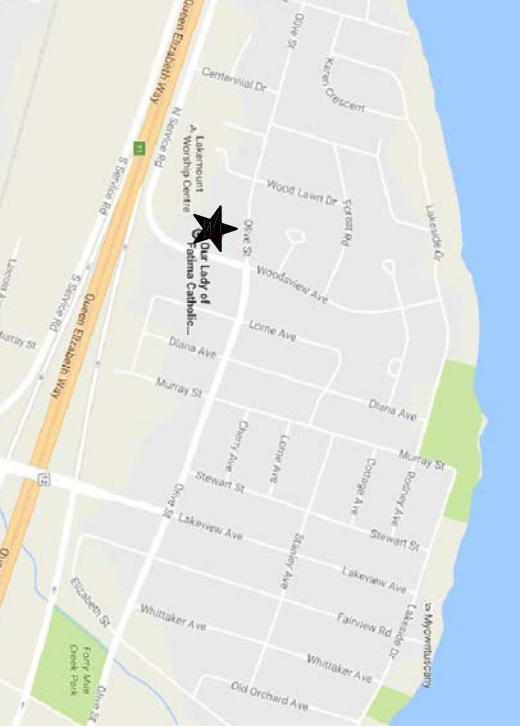
- ALL WORK INVOLVED IN THE CONSTRUCTION, RELATION, REPAIR OR MAINTENANCE SERVICES FOR THE PROJECT SHALL BE TO THE SATISFACTION OF THE ENGINEER, ARCHITECT, OWNER, AND SCHEDULED DEPARTMENT AGENCIES.
- THE EXISTENCE OF THE MAIN SHALL BE ESTABLISHED TO THE SATISFACTION OF THE CITY FIRE DEPARTMENT AND AT THE EXPENSE OF THE OWNER.
- PERMITS/APPROVALS INDICATED TO COMPLETE A CONSTRUCTION PROJECT, SUCH AS, BUT NOT LIMITED TO THE FOLLOWING:
  - BUILDING PERMIT
  - ROAD CUT PERMIT
  - SEWER AND WATER PERMITS
  - RELOCATION OF SERVICES (IF REQUIRED)
  - COMMITTEE OF ADJUSTMENT
- ABANDONED ACCESSES MUST BE REMOVED AND THE CURB AND BOULEVARD RESTORED WITH SOD AT THE OWNER'S EXPENSE TO THE SATISFACTION OF THE ENGINEER, ARCHITECT, OWNER, AND SCHEDULED DEPARTMENT AGENCIES.
- FOR VEHICULAR ACCESS POINTS, THE FOLLOWING NOTE TO BE PROVIDED:
  - 3.0 METER BY 2.0 METER VISIBILITY TRIANGLES IN WHICH THE MAXIMUM HEIGHT OF ANY OBJECTS OR MAINTENANCE VEGEATION IS NOT TO EXCEED 1.8 METER.
  - 6.0 METER BY 2.0 METER VISIBILITY TRIANGLES IN WHICH THE MAXIMUM HEIGHT OF ANY OBJECTS OR MAINTENANCE VEGEATION IS NOT TO EXCEED 1.8 METER.
  - SWAY DRAINAGE DIMENSIONS AT THE PROPERTY LINE BOUNDARIES ARE PLUS OR MINUS 7.5M UNLESS OTHERWISE STATED.
- SHALL DIMENSIONS FROM THE PROPERTY LINE BOUNDARIES FOR THE FIRST 7.5M SHALL BE WITHIN 5% MAXIMUM GRADE, THEREAFTER, ALL DIMENSIONS SHALL BE WITHIN 5% MAXIMUM GRADE.
- GENERAL CONTRACTOR TO REMOVE OR ALL OBSTRUCTION MATERIAL FROM THE SITE UNLESS NOTED OTHERWISE. DISPOSAL OF ALL MATERIAL FROM SITE TO BE IN ACCORDANCE WITH ALL CITY OF HAMILTON BY-LAWS AND PROVINCIAL REGULATIONS.
- LANDSCAPING:
  - LANDSCAPING CONTRACTOR SHALL BE RESPONSIBLE FOR ALL VEHICLES/EQUIPMENT LEAVING SITE TO BE SCRAPED, WASHED, TRUCKS TO ENSURE NO MUD OR OTHER MATERIAL IS ON THE VEHICLE.
  - GENERAL CONTRACTOR SHALL TAKE ALL NECESSARY STEPS TO PREVENT BUILDING MATERIAL, WOOD, WASTE, SOIL, OR DUST BEING SHIPPED OR TRUCKED ALONG PUBLIC STREETS OR ADJACENT PROPERTIES.

**LEGAL DESCRIPTION:**  
 PART OF LOT 11 CONGRESSION 1  
 GEOGRAPHIC TOWNSHIP OF NORTH GRIMSBY  
**TOWN OF GRIMSBY**  
 REGIONAL MUNICIPALITY OF NIAGARA

**BUILDING CLASSIFICATION:**  
 OBC 2012  
 Group A, Division 2, Two Storey,  
 Sprinklered, Supervised, Non-Combustible  
 Facing One Street, Reference: 3.2.2.24

**SITE PLAN STATISTICS**

DETAILS OF DEVELOPMENT	
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BICYCLE PARKING REQUIRED (7% OF PARKING)	7
BICYCLE PARKING PROVIDED	20



**LEGEND**

- M METERS
- W BORE HOLE NUMBER AND LOCATION
- Light Standard
- New Fire Hydrant
- Sports Field Lighting
- MAX MAXIMUM
- MIN MINIMUM
- NOT TO SCALE
- Painted Entrance Location
- Painted Directional Traffic Arrow
- Bollard Type 1
- Bollard Type 2
- CB REFER TO SITE SERVING PLAN FOR LOCATION OF BOLLARD
- CBWH BOLLARD WITH CONCRETE BASE
- CBWH BOLLARD WITH CONCRETE BASE
- CBWH BOLLARD WITH CONCRETE BASE

**PRELIMINARY NOT TO BE USED FOR CONSTRUCTION**

No.	[DD/MM/YY]	DESCRIPTION
<b>REVISIONS</b>		

ONTARIO ASSOCIATION OF ARCHITECTS  
 ARCHITECTS' BOARD OF ONTARIO

NINGARACATHOLIC DISTRICT SCHOOL BOARD

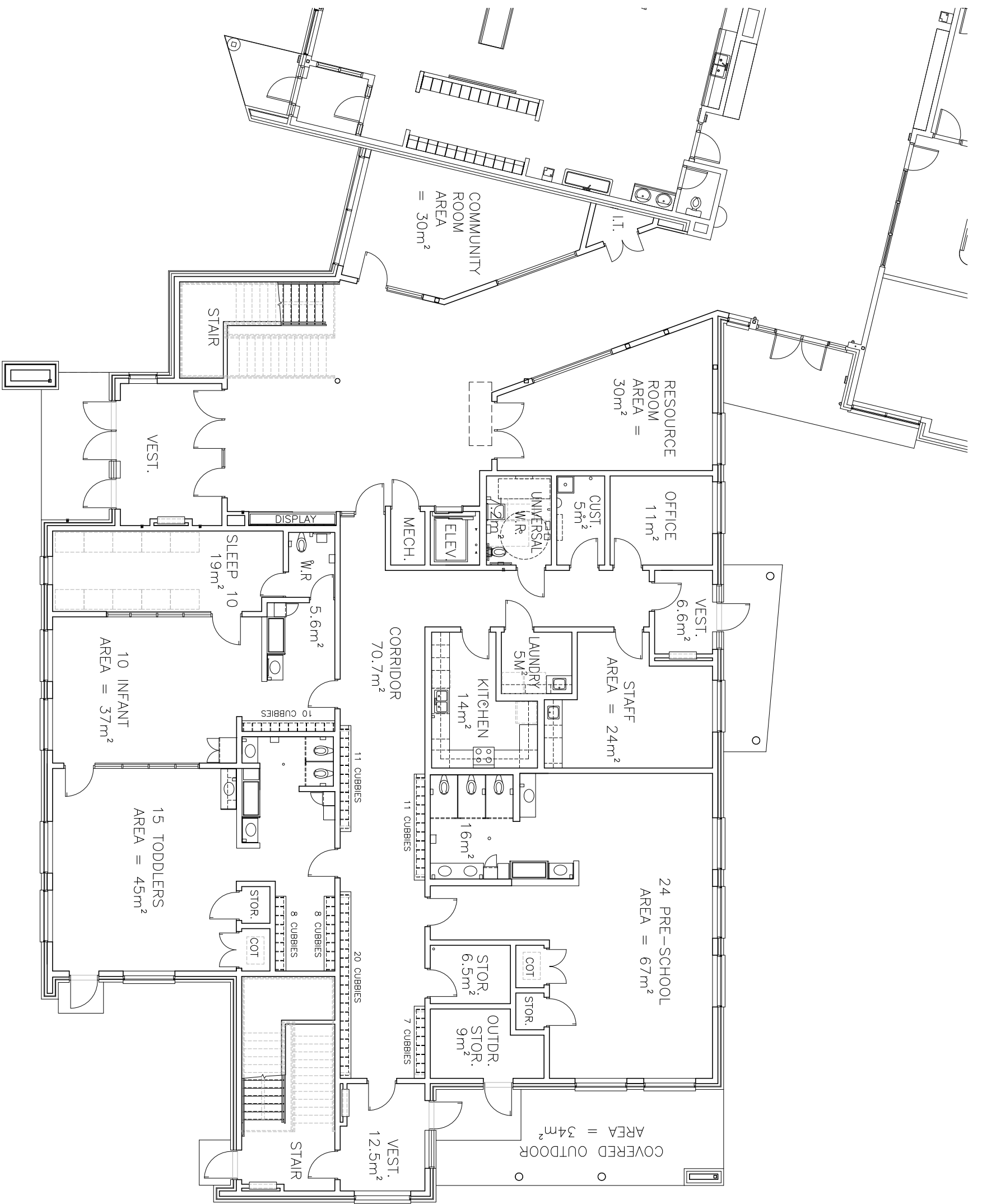
**SVEDAS ARCHITECTS INC.**

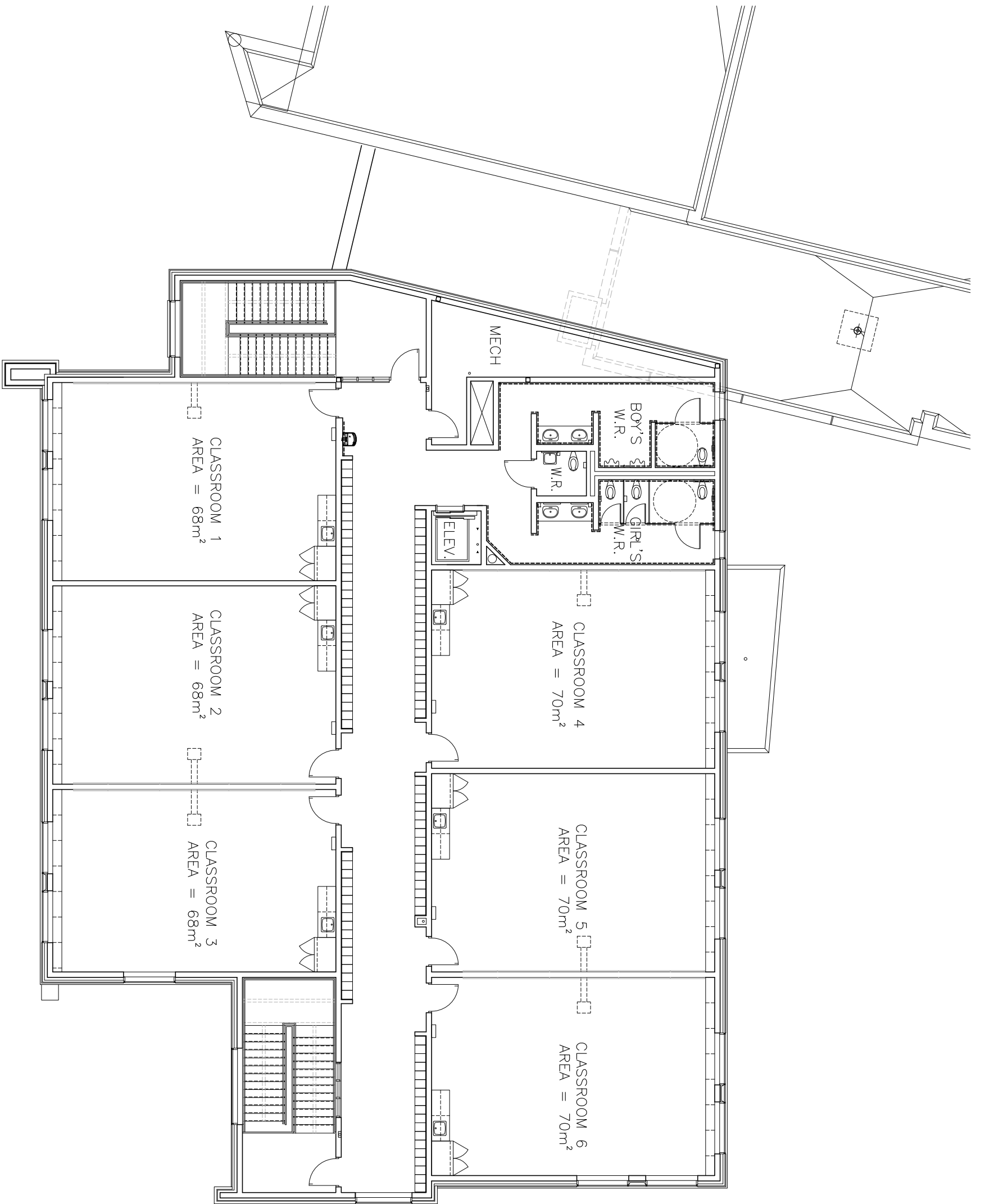
OUR LADY OF FATIMA CATHOLIC ELEMENTARY SCHOOL  
 CHILD CARE & CLASSROOM ADDITION  
 69 OLIVE STREET, GRIMSBY, ONTARIO

**SITE PLAN**

SCALE	1:250	DATE	22 2016
DRAWN	AT	CHECKED	AVS
PROJECT NO.	116808	DRAWING NO.	SP1







**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MARCH 28, 2017**

***PUBLIC SESSION***

**TITLE: SYSTEM PRIORITIES AND BUDGET 2016-2017  
AND 2017-2018 UPDATE**

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The System Priorities and Budget 2016-2017 and 2017-2018 update report is presented for information.

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Prepared by: John Crocco, Director of Education/Secretary-Treasurer  
Senior Administrative Council

Presented by: John Crocco, Director of Education/Secretary-Treasurer  
Senior Administrative Council

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

Date: March 28, 2017



## **REPORT TO THE BOARD MARCH 28, 2017**

### **SYSTEM PRIORITIES AND BUDGET 2016-2017 AND 2017-2018 UPDATE**

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#### **BACKGROUND INFORMATION**

At each month's meeting, the Director of Education and members of Senior Administrative Council will provide a verbal update on the implementation of the annual Board approved System Priorities and Budget 2016-2017 and the Design of the System Priorities and Budget 2017-2018.

This monthly report information, will be provided through a visual presentation.

This monthly report will provide an opportunity for dialogue with the Board on the status of the implementation of the annual System Priorities and Budget and the Design of the System Priorities and Budget 2017-2018.

The System Priorities and Budget 2016-2017 and 2017-2018 update report is presented for information.

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Prepared by: John Crocco, Director of Education/Secretary-Treasurer  
Senior Administrative Council

Presented by: John Crocco, Director of Education/Secretary-Treasurer  
Senior Administrative Council

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

Date: March 28, 2017

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MARCH 28, 2017**

***PUBLIC SESSION***

**TITLE: FINANCIAL REPORT 2016-2017 AS AT FEBRUARY 28, 2017**

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The Financial Report 2016-2017 as at February 28, 2017 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: March 28, 2017



**REPORT TO THE BOARD  
MARCH 28, 2017**

**FINANCIAL REPORT 2016-2017 AS AT FEBRUARY 28, 2017**

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**BACKGROUND INFORMATION**

Financial Report 2016-2017 is presented in Appendix A

Also attached;

Appendix B – Financial Report as at February 28, 2017

The Financial Report 2016-2017 as at February 28, 2017 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: March 28, 2017





## FINANCIAL REPORT

### FEBRUARY 2016-2017

The Ministry of Education has approved the partial classification for the sale of two properties sold by Niagara Catholic as proceeds of disposition (POD) – Administration. This approval allows approximately \$600,000 of proceeds to be used to move the Education Technologies Services department from its current location to our own St. Thomas Centre location. The annual lease costs, poor current working environment, disaster recovery plan, and facility issues at the current site will all be alleviated by this move. Also, the utilization of space within our current Niagara Catholic properties improves with the relocation of this department to one of our own sites. The project to move ETS Administration will commence immediately and is expected to be finalized for the start of the 2017-2018 calendar school year. The Education Technology Services department has continued to invest in the Board's 2016-2017 system priority through the 2016-2020 Technology Blue Print Plan. This financial investment will allow Niagara Catholic to continue to introduce cloud technology and improve on our network infrastructure. The Niagara Catholic District School Board continues to trend to a balanced budget position for August 2017.

To achieve our commitment for a balanced budget for 2016-2017, Senior Administrative Council continues to monitor pressures that have in prior years 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.
- A delay in OECTA's transition to the Provincial ELHT for Niagara Catholic staff has been postponed to late spring (wave 5) of 2017. A year-end financial reconciliation is planned by the Ministry of Education.
- Replacement costs for all staff associated with sick time is projected to be approximate \$400,000 more than 2015-2016 fiscal year.

### *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 S bargaining unit is expected to commence in the late spring.

Provincial Benefit Trust for the OECTA E bargaining unit is expected to commence pending local ratification.

The 2016-2017 classroom size regulation is in full Ministry compliance.

Education Technology Services department are beginning the planning to move staff to the St. Thomas Centre in 2016-2017.

Niagara Catholic DSB  
2016-17 Interim Financial Report

APPENDIX B1

For the Month Ending February 28, 2017

Summary of Financial Results

(\$Thousands)	Estimates	Forecast	In-Year Change	
			\$	%
<b>Revenue</b>				
Operating Grants	225,418	230,206	-	0.0%
Capital Grants	23,491	21,235	-	0.0%
Other	14,231	15,679	-	0.0%
<b>Total Revenue</b>	<b>263,140</b>	<b>267,120</b>	<b>-</b>	<b>0.0%</b>
<b>Expenditures</b>				
Classroom	199,590	202,443	194	0.1%
Other Operating	7,849	8,210	50	0.6%
Transportation	9,554	9,548	(6)	(0.1%)
Pupil Accomodation	36,637	37,800	(200)	(0.5%)
Other	8,489	8,342	-	0.0%
PSAB Adjustments	1,020	810	-	0.0%
<b>Total Expenditures</b>	<b>263,139</b>	<b>267,153</b>	<b>38</b>	<b>0.0%</b>
<b>In-Year Surplus (Deficit)</b>	<b>1</b>	<b>(33)</b>	<b>(38)</b>	<b>n/a</b>
Prior Year Accumulated Surplus (Deficit)	11,229	11,229	-	0.0%
<b>Accumulated Surplus (Deficit) for Compliance</b>	<b>11,230</b>	<b>11,196</b>	<b>(38)</b>	<b>(0.3%)</b>

Changes in Revenue

- No significant change in forecast compared to revised estimates at this stage

Change in Expenditures

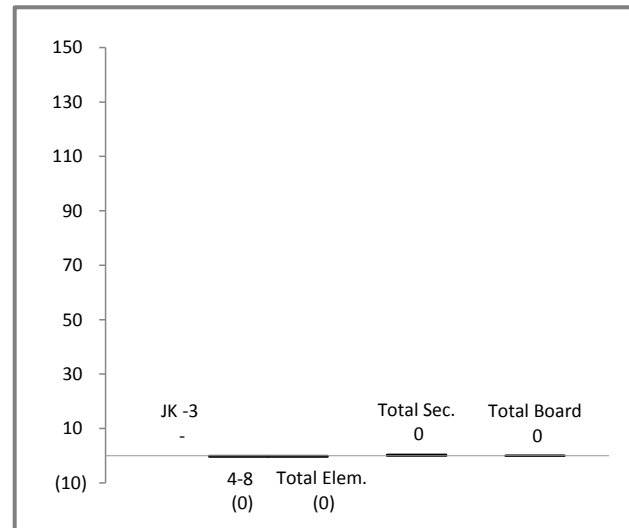
- No significant change in forecast compared to revised estimates at this stage

Summary of Enrolment

ADE	Revised Estimates	Forecast	In-Year Change	
			#	%
<b>Elementary</b>				
JK -3	7,021	7,021	-	0.0%
4-8	7,707	7,707	(0)	0.0%
<b>Total Elementary</b>	<b>14,729</b>	<b>14,728</b>	<b>(0)</b>	<b>0.0%</b>
<b>Secondary &lt;21</b>				
Pupils of the Board	6,940	6,940	0	0.0%
Other Pupils	76	76	-	0.0%
<b>Total Secondary</b>	<b>7,016</b>	<b>7,016</b>	<b>0</b>	<b>0.0%</b>
<b>Total</b>	<b>21,744</b>	<b>21,744</b>	<b>0</b>	<b>0.0%</b>

Note: Forecast will be based on October 31st count date

Changes in Enrolment: Budget v. Forecast



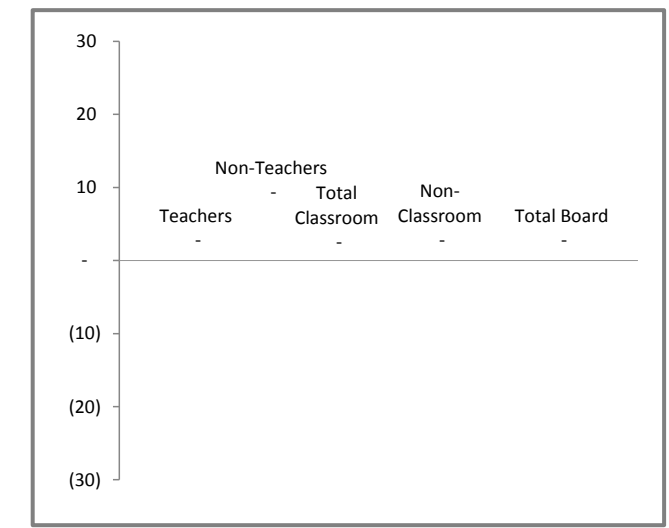
Highlights of Changes in Enrolment:

- Forecast is projected to be the same as revised estimates at this stage

Summary of Staffing

FTE	Revised Estimates	Forecast	In-Year Change	
			#	%
<b>Classroom</b>				
Teachers	1,292	1,292	-	0.0%
Non-Teachers	805	805	-	0.0%
<b>Total Classroom</b>	<b>2,097</b>	<b>2,097</b>	<b>-</b>	<b>0.0%</b>
<b>Non-Classroom</b>	<b>262</b>	<b>262</b>	<b>-</b>	<b>0.0%</b>
<b>Total</b>	<b>2,359</b>	<b>2,359</b>	<b>-</b>	<b>0.0%</b>

Changes in Staffing: Budget v. Forecast



Highlights of Changes in Staffing:

- Forecast is projected to be the same as revised estimates at this stage

Niagara Catholic DSB  
Interim Financial Report  
For the Month Ending February 28, 2017  
(\$ thousands)

APPENDIX B2

	Budget Assessment					Material Variance Note	Risk Assessment		
	a	b	c = b - a	d = c/a	e		f	g = f - e	
	2016-17						Actual to Feb 28/17	Actual to Feb 28/16	Year-to year Increase (Decrease)
	Estimates	Revised Estimates	Forecast	Change			% of Forecast Spent	% of Actual Spent	
			\$ Increase (Decrease)	% Increase (Decrease)					
<b>OPERATING</b>									
Teachers	131,631	133,924	133,787	(137)	-0.10%	49.03%	48.67%	0.4%	
Supply Teachers	3,905	4,300	4,409	109	2.53%	51.05%	44.04%	7.0%	
Teacher Assistants and ECEs	21,672	21,672	21,771	99	0.46%	55.30%	53.89%	1.4%	
Classroom Computers	934	1,424	1,424	-	0.00%	22.40%	79.13%	(56.7%)	
Textbooks and Supplies	5,570	6,244	5,148	(1,096)	-17.55%	68.16%	48.75%	19.4%	
Professionals and Paraprofessionals	6,577	6,210	6,930	720	11.59%	52.66%	46.45%	6.2%	
Library and Guidance	4,357	4,330	4,372	42	0.97%	52.49%	50.76%	1.7%	
Staff Development	450	948	905	(43)	-4.54%	33.37%	31.77%	1.6%	
Department Heads	322	322	450	128	39.75%	0.00%	0.00%	0.0%	
Principal and Vice-Principals	9,911	10,709	10,778	69	0.64%	45.36%	52.08%	(6.7%)	
School Office	5,774	4,751	4,929	178	3.75%	55.16%	55.34%	(0.2%)	
Co-ordinators and Consultants	2,504	2,500	2,677	177	7.08%	29.51%	44.36%	(14.8%)	
Continuing Education	5,983	4,915	4,863	(52)	-1.06%	44.46%	48.22%	(3.8%)	
Amortization and Write-downs	-	-	-	-	-	0.00%	0.00%	0.0%	
<b>Total Instruction</b>	<b>199,590</b>	<b>202,249</b>	<b>202,443</b>	<b>194</b>	<b>0.1%</b>	<b>49.65%</b>	<b>49.32%</b>	<b>0.3%</b>	
<b>Administration</b>									
Trustees	152	107	147	40	37.4%	42.18%	26.89%	15.3%	
Director/Supervisory Officers	1,547	1,313	1,525	212	16.1%	48.85%	51.69%	(2.8%)	
Board Administration	6,150	6,740	6,538	(202)	(3.0%)	56.15%	55.14%	1.0%	
Amortization and Write-downs	-	-	-	-	0.0%	0.00%	0.00%	0.0%	
<b>Total Administration</b>	<b>7,849</b>	<b>8,160</b>	<b>8,210</b>	<b>50</b>	<b>0.6%</b>	<b>54.54%</b>	<b>53.60%</b>	<b>0.9%</b>	
<b>Transportation</b>	<b>9,554</b>	<b>9,554</b>	<b>9,548</b>	<b>(6)</b>	<b>(0.1%)</b>	<b>54.50%</b>	<b>57.27%</b>	<b>(2.8%)</b>	
<b>Pupil Accomodation</b>									
School Operations and Maintenance	21,861	22,069	21,869	(200)	(0.9%)	49.29%	46.96%	2.3%	
School Renewal	509	700	700	-	0.0%	0.00%	0.00%	0.0%	
Other Pupil Accomodation	3,348	3,266	3,266	-	0.0%	59.77%	59.83%	(0.1%)	
Amortization and Write-downs	10,919	11,965	11,965	-	0.0%	48.61%	52.57%	(4.0%)	
<b>Total Pupil Accomodation</b>	<b>36,637</b>	<b>38,000</b>	<b>37,800</b>	<b>(200)</b>	<b>(0.5%)</b>	<b>49.07%</b>	<b>48.88%</b>	<b>0.2%</b>	
<b>Other</b>									
School Generated Funds -Expenditures	8,372	8,225	8,225	-	0.0%	0.00%	0.00%		
Amortizations	-	-	-	-	0.0%	0.00%	0.00%		
Loss on disposal of assets	-	-	-	-	0.0%	0.00%	0.00%		
Other	117	117	117	-	0.0%	0.00%	0.00%		
<b>Total Other Expenditures</b>	<b>8,489</b>	<b>8,342</b>	<b>8,342</b>	<b>-</b>	<b>0.0%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.0%</b>	
<b>TOTAL EXPENDITURES</b>	<b>262,119</b>	<b>266,305</b>	<b>266,343</b>	<b>38</b>	<b>0.0%</b>	<b>48.3%</b>	<b>48.13%</b>	<b>0.2%</b>	
<b>PSAB Adjustments</b>	<b>1,020</b>	<b>810</b>	<b>810</b>						
	<b>263,139</b>	<b>267,115</b>	<b>267,153</b>						

EXPLANATIONS OF MATERIAL BUDGET VARIANCES

A Supplies and Services allocated to different lines in forecast

**Niagara Catholic DSB  
Interim Financial Report**

**APPENDIX B3**

**Summary of Enrolment**

ADE	Rev Est	Forecast	In-Year Change #	%
Elementary				
JK -3	7,021	7,021	0	0.0%
4-8	7,707	7,707	0	0.0%
Total Elementary	<u>14,729</u>	<u>14,728</u>	<u>0</u>	0.0%
Secondary <21				
Pupils of the Board	6,940	6,940	0	0.0%
Other Pupils	76	76	0	0.0%
Total Secondary	<u>7,016</u>	<u>7,016</u>	<u>0</u>	0.0%
Total	<u>21,744</u>	<u>21,744</u>	<u>0</u>	0.0%

**Summary of Staffing**

FTE	Rev Est	Actual *	In-Year Change #	%
Classroom				
Teachers	1,292	1,292	0	0.0%
Non-Teachers	805	805	0	0.0%
Total Classroom	<u>2,097</u>	<u>2,097</u>	<u>0</u>	0.0%
Non-Classroom	<u>262</u>	<u>262</u>	<u>0</u>	0.0%
Total	<u>2,359</u>	<u>2,359</u>	<u>0</u>	0.0%

\* Actual for classroom teachers is based on staffing count at Oct 31, 2016

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MARCH 28, 2017**

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
SPOTLIGHT ON NIAGARA CATHOLIC – MARCH 7, 2017**

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**March 7, 2017**

### **Committee of the Whole Approves Policies**

During the March 7 Committee of the Whole Meeting, Trustees recommended two policies be sent to the Board for approval.

Accessibility Standards Policy (800.8) and Catholic School Councils Policy (800.1) will be considered by the Board at the March 28 Board Meeting.

### **Capital Projects Progress Update**

Each month during the Committee of the Whole Meeting, Trustees are presented with an overview of capital projects in progress throughout the System.

Construction is near completion at St. Martin Catholic Elementary School in Smithville. The storm sewer work is complete, and water service has been installed. The electrical ducts are installed and roofing is nearing completion. The parking lot curbing and asphalt base coat is also in place. Masonry veneer is nearly completed, and window installation is in progress. Students and staff are expected to make the move to the new \$10-million St. Martin Catholic Elementary School this spring. A blessing and dedication will take place later this year.

The tender for a nine-room addition to Our Lady of Fatima Catholic Elementary School in Grimsby has been issued. The \$4.4-million project to add six classrooms and three child care rooms will provide room for an additional 138 students is being designed by Svedas Architects Inc. The project is scheduled to be completed by December 2017, and an Official Blessing and Opening is scheduled for January 2018.

**Stay up to date with our 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. There's also some great stories on the In the News section of our website, accessible through the [home page](#). Don't forget our monthly Director's Video is also available on the main page of this website.

**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  
MARCH 28, 2017**

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
CALENDAR OF EVENTS – APRIL 2017**

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# APRIL 2017



Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 Bishop's Gala
2	3	4 SAL Meeting CW Meeting	5 SEAC Meeting	6	7	8
9 Palm Sunday	10	11	12 Holy Week	13 Holy Thursday	14 Good Friday	15
16 Easter Sunday	17 Easter Monday	18	19	20	21	22
23/30	24	25 Policy Committee Board Meeting	26	27	28	29

**4TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MARCH 28, 2017**

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
OCSTA INFORMATION – MARCH 3, 10 AND 17, 2017**

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# ENTERPRISE

## ONTARIO LEGISLATIVE HIGHLIGHTS

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March 3, 2017

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### WEEKLY ROUNDUP

**NEWS AT ELEVEN** – Public opinion polls haven't been kind to the Ontario Liberals in quite a while, but the Forum Research results released this week to the *Toronto Sun* were so eye-poppingly bad for Premier **Kathleen Wynne** that even her staunchest supporters winced. Those supporters can take some heart in knowing there's still time to right the ship, with more than a year before the next election. And they can always point to the foibles of between-election polling (U.S. President **Donald Trump**'s data-defying victory being the most glaring example) to downplay the Forum findings. But oh those findings were harsh: According to the mid-February survey, the LIBs are in *third* place with just 24% support, miles behind the PCs' 44% and trailing the NDP at 25%. Analyzed riding-by-riding, Forum calculated those votes would translate into a Tory "super-majority" of 84 seats, compared to 27 for the NDP and just 11 for the Grits. Eleven was also a bad number for Wynne in terms of her approval rating, with only 11% of survey respondents giving her the thumbs up – the lowest ever recorded for a sitting Premier.

**MOVE TOWARD THE LIGHT** – Soaring hydro rates are widely attributed as a main reason voters are so disenchanted with Wynne's Liberals, so it's no surprise to see dramatic measures aimed at easing the strain on consumers. But the NDP also proposed sweeping changes to the electricity system – the first real platform plank for the coming campaign. Whether this is enough for either party to get an electoral boost remains to be seen, but NDP Leader **Andrea Horwath** is looking for something to grab voters' attention, while Wynne needs something to neutralize the negativity being generated on the hydro file. Highlights of a tumultuous week:

- The Liberal plan would see consumers' electricity bills drop by 25% (and additional 17% on top of the already-announced HST rebate), mostly through longer amortization of the financing for energy projects. "I don't expect a celebration as we make these announcements today. People are struggling with electricity costs that are too much for their families to bear," Wynne admitted, with an apologetic tone reminiscent of the contrition around gas plant cancellations that worked pretty well in dissipating voter anger three years ago. "For too long, governments – my own included – have made mistakes in the way we've structured Ontario's electricity system." Measures in the plan include increased subsidies for rural consumers – covered by the general treasury rather than through hydro bills.
- Horwath took the populist approach even further, promising reductions of up to 30%, with the centrepiece of her plan being the buy-back of Hydro One – the sale of which she has vehemently opposed. Horwath would also make time-of-use pricing voluntary, and charge remote customers the same rates as in urban areas – despite the higher transmission costs. "Electricity isn't a luxury," she proclaimed. "It shouldn't be priced like one."

- PC Leader **Patrick Brown** flatly dismissed the Liberal plan, calling it “a Band-Aid on a bullet wound.” He refused to join in – for now – on setting targets. “I’m not going to get into hypothetical numbers,” was all he would say, but he did promise to unveil his party’s electricity plan within the next couple of weeks, after originally deferring to the PC policy conference in November.
- Horwath, who needs to erode some PC support to have any chance in the election – by positioning the NDP as the better choice for voters wanting a change from the Liberals – took the opportunity to slam Brown while she had the podium. “Nobody knows who Patrick Brown is. Nobody knows what he wants to do, except that he’s been an elected politician for 17 years, nine of which he was in a Harper government that did a lot of cutting and a lot of privatization,” she sniped. Brown has been equally opposed to the Hydro One sell-off, but by mentioning the Conservatives’ penchant for privatization, Horwath is obviously looking to claim the Hydro One ground solely for her party.

**RUNNING JUMP** – Wynne’s ongoing unpopularity has amped up speculation about an internal movement to get her to step aside, but this idea is met by a firm “not gonna happen” from those around her. The Liberals’ gloomy re-election outlook also has many observers wondering about current MPPs who might choose to bail out before they have to face voters. Those decisions are nigh, as the LIBs have started the process of nominating incumbent MPPs, with Richmond Hill’s **Reza Moridi** first out of the gate last weekend. Few sitting MPPs are expected to be challenged internally for nominations; indeed, given the polls, Wynne’s Liberals aren’t exactly attracting hordes of would-be candidates even in unheld and new ridings.

**SAM DUNK** – Most current PC MPPs are already nominated, but the one incumbent known to be facing a challenge is said to be in for quite a fight – and could well lose. That’s the word from Queen’s Park oddsmakers, who look at the situation in Niagara West and think challenger **Tony Quirk** is a decent bet to snatch the nomination away from **Sam Oosterhoff**. Although Brown has made it clear he wants his current caucus to focus on beating the Liberals and not internal competitors – hence the spate of early incumbent nominations – the party’s central nomination committee has cleared Quirk to run against the teenage Oosterhoff. Ostensibly there was no valid reason to disqualify him, and Brown has vowed not to intervene in local battles. (Or maybe he already did: Presumably Brown could have thwarted Quirk if he really wanted to. Quirk’s green light adds to speculation the party braintrust is worried that Oosterhoff’s social conservative background makes him a potential off-message liability.) In terms of Quirk’s chances of succeeding in his coup, insiders say he has recently sold a bunch of memberships to support his bid. Oosterhoff, who has only been an MPP for a few months and thought he had an unobstructed path to the nomination, reportedly hasn’t been selling memberships – and can’t now, because sales have been cut off in advance of the March 7 nomination meeting. What’s more, Niagara West is being carved out of Oosterhoff’s current seat of Niagara West-Glanbrook through redistribution, leaving an estimated 20% of his previous support base – including at least one large church group – behind. On the other hand, Quirk finished fourth in the by-election nomination, and would have to make up a lot of ground to topple Oosterhoff if the latter’s supporters turn out in big numbers again. Regardless of the outcome of the nomination vote, Brown could have to manage some awkward moments with Oosterhoff, who will either be rendered a lame-duck MPP or one miffed that the leader allowed him to be opposed.

**GREAT CAUCUS ROOM IN THE SKY** – Queen’s Parkers of a certain era, and people from Markham of many eras, are mourning the passing of **Don Cousens**, who died this week at the age of 78. Cousens was the Progressive Conservative MPP for Markham from 1981-1995, and one of his colleagues at Queen’s Park was Enterprise’s own **Phil Gillies**. Here’s Phil’s tribute:

*It would be easier to write a piece on what Don Cousens didn’t achieve in his years at Queen’s Park and as Mayor of Markham. Getting approval for the Markham-Unionville-Milliken GO Train line, getting approval of the Markham-Stouffville Hospital through cabinet, pushing Highway 407 forward, getting the IBM land acquisition for Markham’s R&D software lab, Founding Chair of the Markham Synergy Centre. Don was a bit of a Renaissance Man – before he went into politics he was a technology executive, had a Masters in Divinity from the University of Toronto and was awarded the Queen’s Jubilee Medal in 2003.*

*You can't spend any time in Markham without seeing Don's name – The Don Cousens Parkway, the Don Cousens Conference Centre and the Donald Cousens Public School – all honours given him by the community he served so well. The respect and affection for him is very real.*

*But I will remember Don as a supportive, energetic friend with a terrific sense of humour. We were elected the same day in 1981 and were colleagues in caucus during my whole time at Queen's Park. When Don was Deputy Speaker of the Legislature he threatened to throw me out of the House, more than once, over my helpful interjections. He once said he would have the Sergeant At Arms escort me out if he thought I would learn anything from the experience "but I am confident you would not!"*

*Don was just a good guy and a great politician. He'll be missed by all who knew him.*

## IN THE HOUSE

- No new government bills were introduced this week.
- Bill 27, the *Burden Reduction Act* to cut regulatory red tape for businesses, passed Third Reading.
- Long-time Liberal MPP **Monte Kwinter** – the oldest-ever MPP in Ontario history – was back in the House this week for the first time in months. The 85-year-old Kwinter reportedly moved to a nursing home to recover from illness and was absent from the Legislature all of last fall.

## FOR THE RECORD

*"We removed competition within the electricity sector and offered an attractive, standard-offer rate to developers of large, utility-scale wind and solar installations. This made sense at the time, and we drove significant investment in the province. We now know that competitive tension within and among renewable energy developers could lead to much more attractive pricing. As they say, hindsight is 20-20."*

- Energy Minister **Glenn Thibeault**, admitting to the Economic Club of Canada that the Liberals' green energy policies helped drive up electricity rates – a mea culpa that set off a wave of I-told-you-so's from the Opposition parties.

*"She's appealing to nostalgia. Wouldn't it be nice to just go back in time, like Donald Trump?"*

- Professor **Warren Mabee** of the Queen's University Institute for Energy and Environmental Policy, oddly evoking the controversial U.S. President to criticize NDP Leader **Andrea Horwath's** electricity plan, which Mabee argues goes against system modernization.

*"Hearing that our tickets were being bought by scalper bots, leaving real fans shut out from our shows, was terrible. We've got an opportunity right now to do something about it. The government is listening — I encourage all fans of music, theatre, sports, to make your voices heard."*

- Tragically Hip guitarist **Rob Baker**, supporting Attorney General **Yasir Naqvi**'s latest effort to crack down on what Naqvi called the “underground technology” used to scoop up most of the tickets for popular events and sell them at inflated prices. Naqvi launched public consultations this week, aimed at new legislation in the spring.

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# ENTERPRISE

## ONTARIO LEGISLATIVE HIGHLIGHTS

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March 10, 2017

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### WEEKLY ROUNDUP

**STAY THE COURSE** – “My job is not finished ... I’m going to run in the election in 2018.” How ironic that the more Premier **Kathleen Wynne** says that – and she keeps getting asked questions that force her to – the less she is able to make rumours of her stepping down go away. Moreover, the speculation is being perpetuated by media usually seen as sympathetic to the Liberals. In this case it was in response to CBC Radio’s **Matt Galloway**, and then *Toronto Star* reporter **Rob Benzie** went one further by naming names of possible successors should Wynne bid adieu. Benzie listed current cabinet ministers **Yasir Naqvi, Charles Sousa, Eric Hoskins, Steven Del Duca, Mitzie Hunter** and **Michael Coteau**, along with former MPP and one-time leadership candidate **Sandra Pupatello**, as prospective contestants – although the story emphasized that nobody is overtly campaigning, just that they “are mentioned – quietly – in the corridors of power.” Wynne was adamant she’s not worried about a palace coup, insisting that she and her ministers are “a strong, loyal team. We’re a cohesive, cohesive group.” She even said it’s okay for them to aspire to her job, offering, “If some of them are thinking one day they may want to be the leaders, excellent.” Others in the party, however, appear less cohesive. The *Star* piece included quotes from several unnamed senior Liberals warning that if Wynne’s popularity doesn’t improve, it might not be up to her whether she sticks around. “Look, we can’t let the Premier take the party down with her,” and, “The window for making a change is narrowing – fast,” were among the anonymous warnings.

**TEEN FRIENDLY** – **Sam Oosterhoff** will certainly be running in the 2018 election, having easily brushed aside an effort to oust him from the PC slate. Oosterhoff crushed challenger **Tony Quirk** in this week’s nomination meeting for Niagara West by almost 3-to-1, getting 903 votes to Quirk’s 313. Thus ends the latest drama around Oosterhoff, the 19-year-old, home-schooled, Brock University political science student who confounded convention by outracing party luminaries (including Quirk and former MP **Rick Dykstra**) to win the nomination – and the seat – in a by-election last fall. Vindicated though he might feel having fended off Quirk (who was reportedly backed by Dykstra) again, Oosterhoff is still likely to be a lightning rod for party moderates worried that his social conservative views could be damaging on the big-picture provincial level. The teenager, for his part, handled the controversy with aplomb beyond his years. “I have been very clear that I am pro-life and have certain values and a certain world view in the way I approach issues,” Oosterhoff affirmed after securing the nomination. “I think the PC is a big tent party that has room for a wide variety of beliefs. I have been clear about my beliefs. I think people respect that. Some may disagree, but that is the beauty of living in a democracy.” Party leader **Patrick Brown** played it right by publicly endorsing Oosterhoff prior to the nomination vote, so he doesn’t have any egg on his face. “Sam is ... the youngest member of provincial parliament in Ontario’s history, and I am glad to have his perspective on our team,” Brown enthused in his statement congratulating Oosterhoff on the nomination victory.



**DOWN TO THE WIRE** – Brown is up against a much tougher challenge in the coming weeks, as pressure mounts for him to unveil his plan to ease hydro costs for consumers. Both Wynne and NDP Leader **Andrea Horwath** have announced their respective strategies, and this week Brown – who initially wanted to wait until a PC policy convention in November – confirmed, “Very shortly we will be having our own hydro announcement and we’re going to detail some of the fixes we see in the system.” Brown faces even more scrutiny after what was ridiculed as a botched radio interview on the subject late last week. On Toronto’s CFRB NewsTalk 1010, Brown sounded unprepared and muddled – and those are reviews from Tory supporters! **Michael Taube**, a right-leaning commentator who used to work for Prime Minister **Stephen Harper**, called it “an unmitigated disaster ... That was just a bad performance over all. He should have been ready for something like that. He should have been able to answer,” while *National Post* columnist **Christie Blatchford** quipped that Brown “sounded like you got him out of the shower, like he didn’t know the call was coming.” All of this negativity will, of course, be wiped away if Brown can deliver a hard-hitting hydro plan. But anything short of that will only intensify anxiety for Tories tormented by a decade of leaders blowing what they saw as winnable elections.

**CLOSE CALL** – While not as tricky as the hydro file, Brown dove headlong into another potential policy quagmire this week, positioning himself as the champion of keeping schools open. Brown called for a moratorium on school closures, to enable a review of the rules around such decisions. Notably, those decisions are made by *other* elected officials, namely local school board trustees, and Brown is taking a risk by assuming ownership at the provincial level. Few issues cause political headaches like school closures – given the emotional attachment residents often feel. Even changing a school’s catchment boundaries can set off pitchfork-wielding mobs, which is why closures usually require years of anguish before they actually happen. But Brown evidently sees mileage, particularly in the rural areas that form much of his party’s base, in advocating for angry parents. “School closures have a devastating impact on our communities,” he thundered, while at the same time pointing blame away from school boards and directly at the Liberals by arguing the current process “recklessly reduces the amount of consultation required before closing a school.” Wynne conceded that the Ministry of Education recently sent letters to school boards reminding them of the need for proper community consultation, but shot back that “it behooves school trustees, school boards, municipalities and community groups to work together for the best of the community. That’s a much more productive process than the blunt instrument of a moratorium that does not recognize the individual opportunities in every community.” She also threw in a dig at Brown’s Tories (notwithstanding that it contradicts the above), recalling that when the Liberals took office, “we actually put a moratorium on school closures because of the ravages of the previous government on school closures around the province.”

**WHAT’S YOUR SIGN** – Here are more signs – literally – that the election campaign is ostensibly underway. The Canadian Taxpayers Federation is putting up billboards across the province to protest high energy costs. Billboards are now up in Kingston, Mississauga, Barrie and Toronto (which has the biggest, across from the Rogers Centre) with plans for many more, as well as signs in bus shelters and on transit vehicles. While the CTF campaign was put into play before Wynne announced her hydro plan, **Christine Van Geyn**, the CTF’s Ontario director, scoffed that it won’t make any difference. “It’s just another one of Kathleen Wynne’s shell games. It’s kicking the can down the road,” she said – using, not-coincidentally, the exact same phrases as Tory MPPs.

**WHO’S SOO?** – Long before the provincial campaign officially starts there will have to be at least one by-election, but the timing for that vote is as in limbo as ever. It’s up to Premier Wynne to set a date to fill the vacancy in Sault Ste. Marie, and she has until the end of June to do so. Obviously that won’t happen until her Liberals have a candidate in place and right now they’re still looking. At least one they were wooing has opted to take a pass, with **Matthew Shoemaker**, a first-term city councillor, preferring to stay put municipally. Shoemaker said there were a variety of reasons for his decision, but insisted recent polling showing the Liberals as unpopular was not among them. Meanwhile, the candidates who are in place, the NDP’s **Joe Krmpotich** and PC **Ross Romano**, are taking advantage of their head start, door-knocking around the riding – frequently with their respective party leaders alongside.

## IN THE HOUSE



- No new government bills were introduced this week.
- The House will not sit during March Break next week. MPPs will be back in the Assembly on March 20.

## FOR THE RECORD

*“I’m working very hard to get rid of Kathleen Wynne. It’s one of my personal goals. ... I’m trying to [achieve] one of two things: The Liberals to swap her out or we get rid of the whole Liberal party here. One of those two things is going to happen, but she’s not staying running this place. That’s the most important thing I can do.”*

- Federal Conservative leadership candidate **Kevin O’Leary**, at a meet-and-greet in Burlington, overtly branching his campaign into provincial politics.

*“I don’t think you have to cater to populism. I really believe that there is a place for substance, there’s a place for being decent in our political system ... There’s Conservatives that might have been upset with me for the strong stance I took supporting the [anti-] Islamophobia motion, and there are some people who sent me hate mail. But I can tell you the vast majority of people I have run into outside of the bubble of partisan politics are telling me ‘thank you for being decent’.”*

- Ontario PC Leader **Patrick Brown**, distancing himself from the **Donald Trump** – and Kevin O’Leary – sledgehammer style of politics.

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# ENTERPRISE

## ONTARIO LEGISLATIVE HIGHLIGHTS

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**March 17, 2017**

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### WEEKLY ROUNDUP

**WHO KNOWS?** – Things are surely tough for a political party when an increase in undecided voters is cause for optimism. But the Ontario Liberals will take hope wherever they can get it these days, and a Mainstreet Research poll this week did indicate the LIBs got a bit of a positive uptick from their move to reduce hydro bills. Their overall support is still a grim 22%, 10 points behind the PC's 32%, with the NDP trailing at 17%. But about a quarter of the respondents said they're unsure about who they will vote for, and many applauded the electricity price cuts. However, the level of engagement doesn't appear to be very high, as evidenced by 26% of respondents saying they prefer PC Leader **Patrick Brown's** hydro strategy – when he hasn't released one yet.

**BIG GOVERNMENT** – With many politicians away for March Break and the House on hiatus, Queen's Park was relatively quiet this week. But external forces, namely other levels of government, continued to buffet Ontario politics:

- *Federal* – A few months after expressing deep disappointment over proposed health-care transfers, Ontario is friends with Ottawa again. The dispute was the first real rift between the two levels of Liberals and may still have some lingering impact, but Ontario has agreed to a 10-year deal. Finance Minister **Charles Sousa** sounded more relieved than happy – “We all want closure so we can proceed with that certainty,” he said – but positioned the pact as an improvement over previous offers. Rather than a flat 3.5% annual increase in transfers, the new agreement is for 3% plus an “escalator” to cover inflation. While Sousa's enthusiasm may have been tempered, Prime Minister **Justin Trudeau** was naturally much more effusive, crowing, “The fact we now have 12 provinces and territories who have signed onto our approach to health is a great victory for federalism and mostly for Canadians.”

- *Municipal* – Sousa had even less gusto after a meeting with Toronto Mayor **John Tory**, who has escalated his demands for more provincial funding. The Finance Minister offered a sheepish, “We get we need some predictable, sustainable funding for the city, and we are having discussions about some other tools that may be available for the city to move forward,” while Tory reiterated his anger about the province nixing his plans for expressway tolls. With Sousa standing right there, Tory admonished, “It would be a grave mistake for the Government of Ontario to choose not to step up on housing and transit, in particular, which are vital to the future well-being of this province.” Tory also showed little sympathy for the Liberals’ need to woo voters outside Toronto (which is still their strongest base), asserting, “I’m not trying to anger anybody else in any other part of the province by saying this, but Toronto’s success, Toronto’s contribution to the well-being of this province, including its financial well-being, cannot be underestimated.” All of this contributed to the emerging storyline that Tory is tightening the screws on Queen’s Park, well aware the Liberals can’t afford criticism from him. Councillor **Joe Mihevc** openly said so: “I think the mayor is playing it wisely. The province owes us. The mayor is not so subtly saying, ‘Now it’s time to cough up an alternative funding strategy.’” On the other hand, Councillor **Giorgio Mammoliti** – who has positioned himself as Tory’s unofficial opposition – oddly sided with the province. “He’s playing political chess with his parents,” Mammoliti chided. “The parents aren’t going to fold because he’s kicking and screaming and yelling.”
- *United States* – President **Donald Trump** wasn’t there, but his spectre certainly hovered over Premier **Kathleen Wynne**’s meeting with Michigan Governor **Rick Snyder** in Detroit this week. Wynne has been making the rounds with many American legislators – including some that aren’t even from border states, like the meeting she had with the Governor of Vermont last week – to buttress relationships in the face of Trump’s protectionist rhetoric. Both Wynne and Snyder downplayed their meeting as regular business – “This is just good, smart stuff to do – they’re just great neighbours, let’s not make this too complicated,” Snyder told reporters – and they both said Trump’s name really didn’t come up. (Coincidentally, the President himself visited Detroit later in the week.) A key topic of discussion was, not surprisingly, auto manufacturing links between the cross-border jurisdictions. They also reportedly talked about Great Lakes stewardship, as a preamble to a Great Lakes Governors and Premiers Leadership Summit in Windsor and Detroit this fall.

**POWER SURGE** – Back on the domestic front, electricity costs continue to generate the most heat, with NDP Leader **Andrea Horwath** – who appears to be staking her election hopes on this issue – doing her utmost to position herself as the consumer champion. Horwath can’t have been happy when the Liberals announced their energy cost reduction plan just days after she unveiled hers, but she’s not ceding the spotlight. She spent the week on tour touting her electricity plan, including yet another stop in Sault Ste. Marie – site of an as-yet-unscheduled by-election – where she opened a new line of attack by linking hydro and healthcare. “The pressure from skyrocketing hydro bills and frozen hospital budgets has already led to frontline workers being laid off, and longer wait times for diagnostic tests like MRIs or CT scans,” she declared, with NDP by-election candidate **Joe Krmpotich** applauding beside her. Later in the week Horwath got the attention of Queen’s Park reporters, holding a news conference to demand that the Liberals introduce legislation as soon as the House resumes next week. “People deserve to see it in black and white so they can debate it,” she argued. “Don’t hide the details. Don’t delay. Don’t come to the Legislature just before it rises this summer with a last-minute bill, ultimatums and no time for committees, experts and the people of Ontario to take the time they need to examine the bill.” Energy Minister **Glenn Thibeault** dismissed Horwath’s call, insisting legislation will be tabled with plenty of time for consideration. He also aimed at discrediting her plan from a consumer perspective, charging that, “The NDP’s most expensive idea — buying back more than \$4 billion in shares of Hydro One — will not take one cent off electricity bills.”

## IN THE HOUSE

- The Legislature did not sit this week. MPPs return Monday for a four-week stint. Their next break is scheduled for the week of Easter Monday starting April 17.

## FOR THE RECORD

*“People will make a judgment about whether it’s enough and you know the politics of it, but, for me, it’s about actually seeing those rates go down, so that people are better off. ... What they feel about me or my popularity is actually beside the point.”*

- Premier **Kathleen Wynne**, insisting her government’s plan to reduce hydro bills for consumers is not election related.

*“People are thinking, ‘Is there really that much difference between the NDP over the last number of years and the Liberal party?’ Those policies that they’ve been promoting, and moving to the centre with, have not worked. And I think it’s now time to try a Bernie Sanders style of political engagement.”*

- Former Ontario Federation of Labour President **Sid Ryan**, contemplating a run for the federal NDP leadership, if he concludes none of the current candidates is left-wing enough. (As an aside, a “Draft Sid Ryan for NDP Leader” Facebook page has about 350 likes. A similar page supporting Ontario MPP **Jagmeet Singh** has more than 3,800.)

*“We have a pretty good system, but it’s being taken away from us. Government is doing it to us with legislation. We’re losing it inch by inch, and we don’t want government down our throats. It’s time to push back. ... We need to change the tone and reinstate the attitude of the people who wrote the Magna Carta.”*

- PC MPP **Jack MacLaren**, whose “blue-ribbon” panel on property rights has started holding public hearings. Eight of the nine panel members are, like MacLaren, current or past leaders of landowners associations in eastern Ontario.

**4TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MARCH 28, 2017**

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
OCSTA RESOLUTIONS**

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Ontario Catholic School  
Trustees' Association

**2017 AGM & CONFERENCE**

**RESOLUTIONS**



# 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.*

## ***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 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:** *Quorum for the transaction of business at any meeting of the Members shall require the presence in person or by proxy of not less than a total of forty (40) current Members.*



## ***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. Members’ Discussion Rights

Under Article 5.11 (*Members Discussion Rights*), a Member may raise a matter for discussion at the Annual General Meeting. Subject to the provisions in Articles 5.10.1 to 5.10.5, and 5.11, the item may be addressed, and may be referred to a committee of OCSTA for further consideration, but it shall not be put to a vote at the meeting at which it has been raised.

If the Member continues such discussion for three minutes or more, the Chair of the meeting may interrupt the Member and permit others to speak and/or make any subsidiary motion related thereto.

*Revised March 9, 2017*

MOTION TO DEAL WITH RESOLUTIONS IN GROUPS

**MOVED BY:**

\_\_\_\_\_

**SECONDED BY:**

\_\_\_\_\_

**THAT:**

**the grouping of the Resolutions be approved.**

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**APPROVE & REFER**  
**RESOLUTIONS # 1-4**

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**Moved by:** Anna da Silva

**Dufferin-Peel Catholic District School Board**

**Seconded by:** Darryl D'Souza

**Topic: Student Transportation Funding**

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**Whereas:** funding for student transportation by the Ministry of Education has not been reviewed in a comprehensive manner for several years, save for the Effectiveness and Efficiency (E&E) reviews; and

**Whereas:** the provision of student transportation services is paramount in ensuring school safety and safe arrival of students to and from school, as well as being relied upon by many families to transport all students including the very young and students with special needs; and

**Whereas:** costs associated with transportation to increase (i.e., fuel costs, cap and trade program, fleet costs, etc.); and

**Whereas:** cost adjustment increases have been provided only to school boards with transportation deficits.

**Therefore be it resolved that:**

The Ontario Catholic School Trustees' Association petition the Ministry of Education to review transportation funding in an effort to increase funds to allow school boards to provide a level of service that meets the needs of all eligible students and families within their respective districts.

Committee Recommendation:

Approve and refer to Political Advocacy Committee.

**Moved by:** Sharon Hobin

**Dufferin-Peel Catholic District School Board**

**Seconded by:** Luz del Rosario

**Topic: Funding for Students with Diverse Learning Needs Including Special Education Needs**

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**Whereas:** the principles of the draft ministry resources *Learning for All: K-12*, the aligned Inter-Ministerial Provincial Transition Framework and commitments to supporting successful transitions for all students (PPM 156) are founded on beliefs that all students can succeed and that student well-being, achievement, student voice and engagement need to be supported in an inclusive learning environment; and

**Whereas:** School boards continue to be challenged in their ability to design effective school and system improvement plans when funding and other pressures may arise in delivering a ministry-mandated criterion-referenced curriculum with related expected practices while adhering to a universal design for learning approach which honours success for all through personalized instruction; and

**Whereas:** building capacity of staff through professional learning in support of all diverse learners is critical to student well-being and student achievement; recognizing the need to have adequate time for consolidation and practice of new learning; and

**Whereas:** the Ministry of Education, Ministry of Child and Youth Services and Ministry of Health's mental well-being, special education and renewed mathematics strategies will need sustainable commitments to keep pace with growth communities and to respond to changing needs and societal demands in equitable and transparent ways; and

**Whereas:** School boards continue to be faced with challenges related to providing specialized programming, support and human resources to ensure that all students achieve their fullest potential.

**Therefore be it resolved that:**

The Ontario Catholic School Trustees' Association petition the Ministry of Education to review on-going equitable and sustainable funding and continue to address the changing nature and complexity of student needs and required supports by providing adequate funding that reflects the actual need without resulting in the reallocation of funding from other budget lines.

Committee Recommendation:

Approve and refer to Political Advocacy Committee.

**Moved by:** Patrick Daly **Hamilton-Wentworth Catholic District School Board**

**Seconded by:** John Valvasori

**Topic:** **Ontario's Renewed Mathematics Strategy Funding to School Boards**

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**Whereas:** the goal in Ontario is that 75 per cent of all elementary students achieve a level 3 or higher on provincial assessments in reading, writing and mathematics; and

**Whereas:** the Ministry is committed to continuing to work with teachers, principals, supervisory officers, directors of education and their professional associations to identify and share effective and innovative learning, teaching and leading practices; and

**Whereas:** the Renewed Mathematics Strategy calls on all of us to leverage our collective knowledge and skills from shared past successes to focus on improving student achievement in math; and

**Whereas:** support for schools will focus on providing release time for teams of educators to engage and network in professional learning and capacity building opportunities; and

**Whereas:** focused support, both in terms of funding and professional learning, will be provided to strengthen mathematics learning, teaching and leading across Ontario for students with special education needs, particularly for students with learning disabilities.

**Therefore be it resolved that:**

The Ontario Catholic School Trustees Association petition the Ministry of Education to fund the Ontario Renewed Mathematics Strategy adequately on a per pupil basis so to ensure equity/fairness and in such a way as to provide flexibility/autonomy at the local school board level.

Committee Recommendation:

Approve and refer to Political Advocacy Committee.

**Moved by:** Fulvio Valentinis

**Windsor-Essex Catholic District School Board**

**Seconded by:** Susan Tope

**Topic: Honouring the Truth, Reconciling the Future**

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**Whereas:** the Truth and Reconciliation Commission of Canada in its final report made the following recommendations regarding education:

“62. We call upon the federal, provincial, and territorial governments, in consultation and collaboration with Survivors, Aboriginal peoples, and educators, to:

- i. Make age-appropriate curriculum on residential schools, Treaties, and Aboriginal peoples’ historical and contemporary contributions to Canada a mandatory education requirement for Kindergarten to Grade Twelve students.
- ii. Provide the necessary funding to post-secondary institutions to educate teachers on how to integrate Indigenous knowledge and teaching methods into classrooms.
- iii. Provide the necessary funding to Aboriginal schools to utilize Indigenous knowledge and teaching methods in classrooms.
- iv. Establish senior-level positions in government at the assistant deputy minister level or higher dedicated to Aboriginal content in education.

63. We call upon the Council of Ministers of Education, Canada to maintain an annual commitment to Aboriginal education issues, including:

- i. Developing and implementing Kindergarten to Grade Twelve curriculum and learning resources on Aboriginal peoples in Canadian history, and the history and legacy of residential schools.
- ii. Sharing information and best practices on teaching curriculum related to residential schools and Aboriginal history.
- iii. Building student capacity for intercultural understanding, empathy, and mutual respect.
- iv. Identifying teacher-training needs relating to the above.

64. We call upon all levels of government that provide public funds to denominational schools to require such schools to provide an education on comparative religious studies, which must include a segment on Aboriginal spiritual beliefs and practices developed in collaboration with Aboriginal Elders.



65. We call upon the federal government, through the Social Sciences and Humanities Research Council, and in collaboration with Aboriginal peoples, post-secondary institutions and educators, and the National Centre for Truth and Reconciliation and its partner institutions, to establish a national research program with multi-year funding to advance understanding of reconciliation.”

**Whereas:** it is essential that the recommendations of the committee be implemented to ensure education of students on the issues highlighted by the above recommendations to build student capacity for intercultural understanding, empathy, and mutual respect and to advance Canadian cultural development; and

**Whereas:** Catholic schools deliver religion curriculum as developed by ICE.

**Therefore be it resolved that:**

1. OCSTA engage our Catholic curriculum partners to further support the implementation of recommendations #62(i) and (ii) to develop age-appropriate Catholic curriculum on residential schools, Treaties, and Aboriginal peoples’ historical and contemporary contributions to Canada for Kindergarten to Grade Twelve students and to develop and deliver the professional development programs necessary to enable teachers to deliver the curriculum effectively to elementary and secondary students.
2. OCSTA engage our Catholic curriculum partners to further support the implementation of recommendation #64 including revisions to the religion curriculum on comparative religious studies, to include a segment on Aboriginal spiritual beliefs and practices developed in collaboration with Aboriginal Elders.
3. OCSTA convey to the Ontario Ministry of Education, the support of Catholic Boards for the above recommendations and actively lobby the Ministry to provide the funding necessary for ICE to develop the Catholic curriculum necessary to advance the recommendations as above noted.
4. OCSTA continue to educate its members to advance the recommendations of the Truth and Reconciliation Commission as above noted.

Committee Recommendation:

Approve and refer to Catholic Education & Trustee Enrichment Committee.

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**RECEIVE & REFER**

**RESOLUTIONS # 5-8**

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**Moved by:** Sharon Hobin

**Dufferin-Peel Catholic District School Board**

**Seconded by:** Esther O'Toole

**Topic:** **Daily Occasional Teacher Roster Caps**

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**Whereas:** daily occasional teacher roster caps are articulated in local collective agreements; and

**Whereas:** recent local OECTA – OT negotiations were restricted with respect to addressing daily occasional teacher list caps by OECTA Central Agreement status quo clauses as a result of central table negotiations; and

**Whereas:** certain school boards are faced with challenges in providing adequate coverage for permanent teacher absence due to restrictions as a result of the daily occasional teacher cap size as found in local agreement language pre-dating the 2012 round of negotiations; and

**Whereas:** seniority based hiring as per Regulation 274 negates the original intent of an Occasional Teacher CAP; and

**Whereas:** the ability to call upon and place qualified occasional teachers is critical to ensure student well-being, achievement and safety.

**Therefore be it resolved that:**

The Ontario Catholic School Trustees' Association petition the Ministry of Education to remove reference to a daily occasional teacher list cap from all central table discussions, thereby giving boards the opportunity to renegotiate this item locally between individual school boards and their local bargaining unit.

**Committee Recommendation:**

Receive and refer to Labour Relations Committee.

**Moved by:** Frank Di Cosola

**Dufferin-Peel Catholic District School Board**

**Seconded by:** Thomas Thomas

**Topic:** Ontario Regulation 274/12 – Hiring Practices

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**Whereas:** Regulation 274 has been imposed upon school boards with regards to hiring practices; and

**Whereas:** Regulation 274 stipulates that occasional teachers be ranked in terms of seniority and placed on a roster; and

**Whereas:** Regulation 274 outlines a prescribed process and timeline for the posting of available teaching positions; and

**Whereas:** Regulation 274 stipulates consistency in teacher assignment supports student achievement and well-being; and

**Whereas:** Regulation 274 has ramifications in terms of providing consistency and continuity of teachers in classrooms; and

**Whereas:** Regulation 274 has ramifications in terms of hiring practices addressing individual student needs and ability to hire staff who are reflective of the diversity in the school communities they serve; and

**Whereas:** School Boards are directed to hire from the top five qualified candidates limiting management rights.

**Therefore be it resolved that:**

The Ontario Catholic School Trustees' Association petition the Ministry of Education to review Regulation 274 – Hiring Practices, to allow school boards to exercise management rights in hiring at the local school board level thereby ensuring consistency of continuous teacher assignments in classrooms for both long term vacancies and permanent vacancies.

Committee Recommendation:

Receive and refer to Labour Relations Committee.

**Moved by:** Bob Michaud

**Renfrew County Catholic District School Board**

**Seconded by:** Judy Ellis

**Topic:** School Organizational Models (*see attached Rationale*)

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**Whereas:** the Ministry of Education Capital Branch in the interests of perceived efficiencies appears to favour a K-12 school organizational model in low population density areas; and

Whereas: a K-12 model may not be the preferred choice of the school board or community; and

Whereas: the board may have concerns over distances pupils will need to travel to their local school if there are fewer, larger schools; and

Whereas: current school models such as K-7 and 8-12 may support the board's student well-being and achievement initiatives; and

Whereas: School Boards should not be financially penalized for selecting a school organizational model that meets the needs of their community.

**Therefore be it resolved that:**

OCSTA petition the Ministry of Education to recognize the authority of school boards to:

- a. Determine school organizational models based primarily on community consultation, student achievement and well-being; and
- b. further that the Ministry respect the right of school boards to select the organization model that meets the needs of their community and not financially penalize a board for selecting an organizational model other than K-12; and
- c. that the Ministry operates in a transparent and open manner with Boards as they engage in open, transparent ARC processes in their communities.

Committee Recommendation:

Receive and refer to Political Advocacy Committee.

**Rationale provided by Renfrew County CDSB re: School Organizational Models**

Through discussions with the Ministry of Education Capital Branch regarding options to reduce and eliminate excess space, the Ministry appears to favour a K-12 school model for capital funding purposes, at least in rural areas, to realize building economies of scale. This financial pressure may force boards to alter their school organizational models (K-7, 8-12) that support student well-being and achievement and are preferred by the community and the Board. This resolution seeks to have the authority to determine school organization reside with school boards. School Boards should not be financially penalized for selecting a school organizational model that is not a K-12 model. School Boards should retain the right to determine school organizational models based on local needs and circumstances.

**Moved by:** Fulvio Valentinis

**Windsor-Essex Catholic District School Board**

**Seconded by:** Susan Tope

**Topic:           Transportation Funding**

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**Whereas:**     the Ministry of Education established current transportation funding grants in 1998 at the time of amalgamation of school boards;

**Whereas:**     transportation funding levels were based on transportation spending by school boards prior to amalgamation;

**Whereas:**     amalgamation resulted in combining rural and urban boards whose transportation needs and models were different at the time of amalgamation;

**Whereas:**     the difference in transportation services in rural and urban areas of boards has now created a perception of inequity of service within boards;

**Whereas:**     urban infrastructure provides for public transportation services that also struggle to build and maintain ridership to sustain public transportation services.

**Therefore be it resolved that:**

OCSTA establish a committee to study, evaluate and propose changes to the transportation grant system currently provided by the Ministry of Education; and

The committee established also evaluate opportunities to lobby the Ministry of Transportation to partner with the Ministry of Education to provide funding to boards interested in collaborating with public transportation services to address student transportation needs while building ridership for public transportation services.

Committee Recommendation:

Receive and refer to Political Advocacy Committee.

# OCSTA 2016 Resolutions Status Chart



Ontario Catholic School  
Trustees' Association

	<b>Board</b>	<b>Topic</b>	<b>AGM Decision</b>	<b>Action Taken</b>	<b>Status</b>
<b>A</b>	<b>OCSTA</b>	<b>Region Designation</b>	<b>Approve</b>	The OCSTA By-Law was amended to state that the Brant Haldimand Norfolk CDSB shall be a Member of Region 11 instead of Region 4.	<i>Complete</i>
<b>B</b>	<b>OCSTA</b>	<b>Continuation of Support for FACE Project</b>	<b>Approve</b>	A levy of up to \$0.12 per pupil was approved for two years beyond the August 2016 expiry date of the current Joint Venture Partners' Agreement.	<i>Complete</i>
<b>1.</b>	<b>York</b>	<b>Information Technology Infrastructure</b>	<b>Approve</b>	Included in Annual Finance Brief to the Minister.	<i>Complete</i>
<b>2.</b>	<b>Simcoe</b>	<b>Home, School, Church (create forums for trustee discussions at Regional Meetings and online via the OCSTA website for the purposes of strengthening the home-school-church triad).</b>	<b>Approve and refer to Catholic Education Committee (Catholic Education &amp; Trustee Enrichment Committee)</b>	Discussions are currently part of the Regional Meeting format and a new online discussion forum has been created on the OCSTA website for trustees. Feb. 13-2017 Letter sent to Chair of Simcoe Muskoka CDSB.	<i>Complete</i>
<b>3.</b>	<b>Simcoe</b>	<b>Negotiations</b>	<b>Approve and refer to Labour Relations Committee</b>	<i>Subsequent to the receipt of this resolution, extension agreements inclusive of both central and local terms have been ratified across the sector. Accordingly, no local bargaining will be conducted for a period of two years obviating the need for a survey at this time. Information can be collected at a later date, in anticipation of local bargaining.</i>	<i>Ongoing</i>
<b>4.</b>	<b>York</b>	<b>Earned Leave Plan</b>	<b>Approve and refer to Labour Relations Committee</b>	<i>Staff have requested data from member boards with respect to the ELP program and this data, amongst other data, still needs to be analyzed.</i>	<i>Ongoing</i>
<b>5.</b>	<b>York</b>	<b>Employee Life &amp; Health Trustee (ELHT) – Cost Base for Individual Boards</b>	<b>Approve and refer to Labour Relations Committee</b>	<i>OCSTA has, and continues to, request that the working group be convened to examine board ELHT costs. It is our understanding that the Ministry remains committed to convening this group once all of the ELH Trusts are established.</i>	<i>Ongoing</i>
<b>6.</b>	<b>Dufferin-Peel</b>	<b>Funding Formula Reform and School Board Budget Reductions</b>	<b>Approve and refer to Legislation &amp; Finance Committee (Political Advocacy Committee)</b>	Included in Annual Finance Brief to the Minister.	<i>Complete</i>



# OCSTA 2016 Resolutions Status Chart



Ontario Catholic School  
Trustees' Association

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>	Included in Annual Finance Brief to the Minister.	<i>Complete</i>
8.	Simcoe	Trustee Outreach	Approve and refer to Legislation & Finance Committee <i>(Political Advocacy Committee)</i>	An online database of resources to support trustee community outreach, social media use, and political advocacy has been developed. Feb.13.2017 Letter sent to Chair of Simcoe Muskoka CDSB	<i>Complete</i>
9.	York	Special Education	Approve and refer to Legislation & Finance Committee <i>(Political Advocacy Committee)</i>	Included in 2016 Finance Brief to the Minister.	<i>Complete</i>
10.	York	Sick Leave/Short Term Leave & Disability Plan	Receive and refer to Labour Relations Committee	<i>OCSTA will continue to request sick leave utilization from its board members in order to track whether usage has continued to increase within various education employee groups.</i> Included in 2016 Finance Brief to the Minister.	<i>Ongoing</i>
11.	Dufferin-Peel	Pupil Accommodation Review Guidelines - Timelines	Receive and refer to Legislation & Finance Committee <i>(Political Advocacy Committee)</i>	Included in 2016 Finance Brief to the Minister.	<i>Complete</i>
12.	Kenora	School Bus Transportation	Receive and refer to Legislation & Finance Committee <i>(Political Advocacy Committee)</i>	Included in 2016 Annual Finance Brief to the Minister.	<i>Complete</i>
13.	York	Canadian Dollar Exchange Rates	Receive and refer to Legislation & Finance Committee <i>(Political Advocacy Committee)</i>	Committee determined that no action be taken on this resolution. York CDSB was notified on October 14, 2016.	<i>Complete</i>

**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

March 9, 2017