



*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

COMMITTEE OF THE WHOLE MEETING

**TUESDAY, OCTOBER 8, 2019
6:30 P.M.**

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



SEEDS OF FAITH
MASS · MERCY · MISSION
2018-2021

7:30 p.m. Timed In Camera Item

A. ROUTINE MATTERS

1. Opening Prayer – Trustee Fera -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Approval of Minutes of the Committee of the Whole Meeting of September 10, 2019 A5
6. Consent Agenda Items -
 - 6.1 Unapproved Minutes of the Policy Committee Meeting of September 24, 2019 A6.1
 - 6.2 Approval of Policies -
 - 6.2.1 Employee Workplace Harassment Policy (201.7) A6.2.1
 - 6.2.2 Emergency Instructors Elementary Policy (New) A6.2.2
 - 6.2.3 Catholic Leadership: Supervisory Officer & Controller of Facilities Selection Policy (New) A6.2.3
 - 6.3 Annual Reports for Catholic School Councils and the Niagara Catholic Parent Involvement Committee 2018-2019 A6.3
 - 6.4 Staff Development Department Professional Development Opportunities A6.4
 - 6.5 Capital Projects Progress Report Update A6.5
 - 6.6 In Camera Items F1 and F3 -

B. PRESENTATIONS

C. COMMITTEE AND STAFF REPORTS

1. Committee of the Whole System Priorities and Budget 2019-2020 Update C1
2. Education Quality and Accountability Office (EQAO) 2018-2019 Results for Ontario Secondary School Literacy Test (OSSLT), Grade 9 Assessment of Mathematics and Assessments of Reading, Writing and Mathematics, Primary Division and Junior Division C2

- | | | |
|----|--|----|
| 3. | Niagara Catholic District School Board Level Graduation Rates for the 2013-2014 Grade 9 Cohort – August 2018 | C3 |
| 4. | Accountability Financial Report 2019-2020 as of September 30, 2019 | C4 |
| 5. | Monthly Updates | |
| | 5.1 Student Senate Update | - |
| | 5.2 Senior Staff Good News Update | - |

D. INFORMATION

- | | | |
|-----|--|------|
| 1. | Trustee Information | |
| 1.1 | Spotlight on Niagara Catholic – September 24, 2019 | D1.1 |
| 1.2 | Calendar of Events – October 2019 | D1.2 |
| 1.3 | Knights of Columbus Bishop’s Charities Dinner – October 19, 2019 | D1.3 |
| 1.4 | OCSTA Memorandum – 2020 OCSTA Trustee Award of Merit | D1.4 |
| 1.5 | OCSTA Memorandum – 2020 OCSTA Student Trustee Alumni Award | D1.5 |
| 1.6 | OCSTA 2020 Catholic Trustees Seminar – January 17-18, 2020 | D1.6 |

E. OTHER BUSINESS

- | | | |
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| 1. | General Discussion to Plan for Future Action | - |
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F. BUSINESS IN CAMERA

G. REPORT ON THE IN CAMERA SESSION

H. ADJOURNMENT

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
OCTOBER 8, 2019**

PUBLIC SESSION

**TOPIC: MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING OF SEPTEMBER 10, 2019**

RECOMMENDATION

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of September 10, 2019 as presented.



MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

TUESDAY, SEPTEMBER 10, 2019

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, September 10, 2019 in the Father Kenneth Burns c.s.c. Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 6:30 p.m. by Vice-Chair Sicoli.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer was led by Student Trustees Jade Bilodeau and Luca DiPietro

2. Roll Call

Vice-Chair Sicoli noted that Trustee Prince will be late and that Superintendent Forsyth-Sells was excused.

Trustee	Present	Present Electronically	Absent	Excused
Rhianon Burkholder	✓			
Kathy Burtnik	✓			
Frank Fera	✓			
Larry Huibers	✓			
Daniel Moody	✓			
Leanne Prince	✓			
Dino Sicoli	✓			
Paul Turner	✓			
Student Trustees				
Jade Bilodeau	✓			
Luca DiPietro	✓			

The following staff were in attendance:

John Crocco, Director of Education; **Yolanda Baldasaro**, **Ted Farrell**, **Frank Iannantuono**, **Pat Rocca**, 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 Moody

THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of September 10, 2019, as presented.

CARRIED

4. Declaration of Conflict of Interest

Trustee Fera noted a conflict of interest was overlooked at the June Board meeting and would like to declare a Conflict of Interest with Item F10.3 of the In Camera Agenda of the June 18, 2019 Board meeting.

Declaration of Conflict of Interest was declared by Trustees Fera, Moody and Huibers with Items F4.1 and F4.3 of the In Camera Agenda. These trustees have family members who are teachers, or employees of the Board. They left the meeting during discussion of these items.

5. Approval of Minutes of the Committee of the Whole Meeting of June 11, 2019

Moved by Trustee Burkholder

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of June 11, 2019, as presented.

CARRIED

6. Consent Agenda Items

6.1 Naming or Renaming of a Board Facility in Whole – St. Charles Catholic/Monsignor Clancy Catholic Elementary Schools

THAT the Committee of the Whole recommend to the Niagara Catholic District School Board the approval of the St. Charles Catholic / Monsignor Clancy Catholic Elementary School Renaming Ad Hoc Committee, the terms of reference and membership as presented.

THAT the Committee of the Whole recommend to the Niagara Catholic District School Board that the Chapel in the consolidated school be named St. Charles Chapel and that the Library Information Centre in the consolidated school be named the Monsignor Clancy Library Information Centre.

6.2 Summer Learning Camp 2019

Presented for information

6.3 Staff Development Department Professional Development Opportunities

Presented for information.

6.4 Capital Projects Progress Report Update

Presented for information.

6.5 In Camera Items F1 and F3

Moved by Trustee Burtnik

THAT the Committee of the Whole adopt consent agenda items.

CARRIED

B. PRESENTATIONS

C. COMMITTEE AND STAFF REPORTS

1. Director of Education and Senior Staff Introduction to the 2019-2020 School Year

John Crocco, Director of Education and Senior Administrative Council welcomed the Board to the new school year and presented an annual report. The report provided information and updates on summer activities, the beginning of the new school year, Ministry of Education updates, System Priorities, program innovation, student support, equity and inclusion, alternative programs and planning, enrolment, staffing, budget, facilities and system updates to begin a new school year.

Director Crocco and Senior Administrative Council answered questions of Trustees.

2. Niagara Catholic District School Board Information Technology Services

Giancarlo Vetrone, Superintendent of Business & Financial Services provided background information on Niagara Catholic District School Board's Information Technology Services and introduced Grant Frost, Chief Information Officer.

Mr. Frost presented the Niagara Catholic District School Board Information Technology Services report for Trustee information.

Mr. Frost answered questions of Trustees.

3. Update to Long Term Accommodation Plan 2016-2021 – Planning Principles

Ted Farrell, Superintendent of Education provided background information on the Long Term Accommodation Plan 2016-2021 – Planning Principles and introduced Kathy Levinski, Administrator of Facilities Services.

Superintendent Farrell and Ms. Levinski presented the Update to Long Term Accommodation Plan 2016-2021 – Planning Principles report.

Superintendent Farrell, Ms. Levinski and members of Senior Administrative Council answered questions of Trustees.

Moved by Trustee Fera

THAT the Committee of the Whole recommend to the Niagara Catholic District School Board the approval of the Update to Planning Principles identified in the revised Long Term Accommodation Plan 2016-2021 to include “*to consider restructuring, by the Family of Schools, the current school structure to include Kindergarten to Grade 6 in an elementary setting and Grades 7-12 in a secondary setting in specific Family of Schools*”, as amended.

CARRIED

4. Accountability Financial Report 2018-2019 – as of August 31, 2019

Giancarlo Vetrone, Superintendent of Business & Financial Services presented the Accountability Financial Report 2018-2019 – as of August 31, 2019.

5. Monthly Updates

5.1 Student Trustees’ Update

Jade Bilodeau and Luca DiPietro, Student Trustees, presented a brief verbal update on the current activities of the Student Senate.

5.2 Senior Staff Good News Update

Senior Staff highlights included:

Superintendent Farrell

- Secondary Vice-Principal Mary-Ann McKinley competed in the 2019 International Triathlon Union World Triathlon Grand Final in Lausanne, Switzerland and placed 22 out of 72 participants.

Superintendent Rocca

- The Niagara region sent 10 athletes as part of Team Canada to the Dance World Cup to Braga, Portugal. Lola Incaviglia, a Grade 8 student at Assumption Catholic Elementary School was among the 4 participants from Niagara and earned a silver and bronze medal.

D. INFORMATION

1. Trustee Information

Director Crocco confirmed the presentation of items D1.4 to D1.9 for the information or questions of Trustees and highlighted for discussion items D1.5, D1.7, D1.8 and D1.9.

1.1 Spotlight on Niagara Catholic – June 18, 2019

1.2 Calendar of Events – September

1.3 OCSTA Memorandum – Climate Action Incentive Fund for Schools

1.4 OCSTA Memorandum – Launch of Capital Priorities Program, Child Care Capital Funding and Review of School Construction Standards

1.5 OCSTA Memorandum – Expulsions Being Overturned

Director Crocco highlighted information contained in the OCSTA Memorandum – Expulsions Being Overturned, and noted that OCSTA was asking for any other comments. Trustees were asked to submit comments to Director Crocco by Friday, September 13, 2019.

1.6 OCSTA Memorandum – Education Development Charges: Regulations Regarding Land Acquisition

1.7 Niagara Foundation for Catholic Education Golf Tournament – September 18, 2019

Director Crocco presented the Agenda and Registration form for the Niagara Foundation for Catholic Education Golf Tournament – September 18, 2019.

Trustees were asked to confirm their attendance for golf or dinner with Anna Pisano.

1.8 OCSTA 2019 Fall Regional Meeting – September 16, 18, 21 or 24, 2019

Director Crocco presented the Agenda and Registration form for the OCSTA 2019 Fall Regional Meeting – September 16, 18, 21 or 24, 2019.

Director Crocco noted that the Central meeting for Niagara Catholic is scheduled to take place on the same date as the Board's Policy and Board meetings, and Trustees wishing to attend the Regional meeting may register for the Western meeting on Monday, September 16, 2019 in Guelph.

Trustees were asked to confirm their attendance with Anna Pisano.

Feedback was requested by Trustees to be submitted to OCSTA prior to the meeting.

1.9 Niagara Wine Festival Grande Parade – September 28, 2019

Director Crocco informed the Board that Niagara Catholic will once again participate in the Niagara Wine Festival Grande Parade on September 28, 2019.

All Trustees were invited to walk in the annual parade with the Board.

E. OTHER BUSINESS

1. General Discussion to Plan for Future Action

- 1.1 Director Crocco informed the Board that Senior Staff continues to work on the System Priorities final achievement report for the 2018-2019 school year to be presented at the September Board meeting.
- 1.2 Senior Staff is working on commencing the implementation of the System Priorities for the 2019-2020 school year.

F. BUSINESS IN CAMERA

Moved by Trustee Prince

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

CARRIED

The Committee of the Whole moved into the In Camera Session of the Committee of the Whole Meeting at 8:44 p.m. and reconvened at 10:25 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Prince

THAT the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of September 10, 2019.

CARRIED

SECTION A: STUDENT TRUSTEES INCLUDED

Moved by Trustee Burtnik

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 June 11, 2019, as presented.

CARRIED (Item F1)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee Burtnik

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 June 11, 2019, as presented.

CARRIED (Item F3)

Moved by Trustee

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F7.1 of the In Camera Agenda.

CARRIED (Item F7.1)

H. ADJOURNMENT

Moved by Trustee Sicoli

THAT the September 10, 2019 Committee of the Whole Meeting be adjourned.

CARRIED

This meeting was adjourned at 10:26 p.m.

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **September 10, 2019.**

Approved on **October 8, 2019.**

Dino Sicoli
Vice-Chair of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
OCTOBER 8, 2019**

PUBLIC SESSION

**TOPIC: UNAPPROVED MINUTES OF THE POLICY COMMITTEE
MEETING OF SEPTEMBER 24, 2019**

RECOMMENDATION

THAT the Committee of the Whole receive the Unapproved Minutes of the Policy Committee Meeting of September 24, 2019, as presented.



MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, SEPTEMBER 24, 2019

Minutes of the Policy Committee Meeting held on Tuesday, September 24, 2019 at 4:00 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 4:00 p.m. by Policy Committee Chair Huibers.

1. Opening Prayer

The meeting was opened with a prayer by Trustee Huibers

2. Attendance

Committee Members	Present	Present Electronically	Absent	Excused
Larry Huibers (Committee Chair)	✓			
Frank Fera	✓			
Leanne Prince	✓			

Trustees:

Dino Sicoli

Student Trustees:

Jade Bilodeau

Luca DiPietro

Staff:

John Crocco, Director of Education

Yolanda Baldasaro, Superintendent of Education

Frank Iannantuono, Superintendent of Education/Human Resources

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

3. Approval of Agenda

Moved by Trustee Fera

THAT the September 24, 2019 Policy Committee Agenda be approved, as presented.

APPROVED

4. Declaration of Conflict of Interest

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

5. Minutes of the Policy Committee Meeting of May 28, 2019

Moved by Trustee Fera

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of May 28, 2019, as presented.

APPROVED

6. Policies

ACTION REQUIRED

MINISTRY OF LABOUR COMPLIANCE REQUIREMENT

6.1 Employee Workplace Harassment Policy (201.7)

Frank Iannantuono, Superintendent of Education/Human Resources presented the Employee Workplace Harassment Policy (201.7) as per Ministry of Labour Compliance Requirement.

Moved by Trustee Fera

THAT the Policy Committee recommend to the October 8, 2019 Committee of the Whole Meeting to approve the revisions to the Employee Workplace Harassment Policy, as presented.

APPROVED

POLICIES - FOR RECOMMENDATION TO OCTOBER 8, 2019 COMMITTEE OF THE WHOLE MEETING

6.2 Emergency Instructors Elementary Policy (New)

Superintendent Iannantuono presented feedback received from the vetting process and highlighted recommended amendments to the Emergency Instructors Elementary Policy following the vetting process.

Following discussion, the Policy Committee recommended the following additional amendments:

POLICY STATEMENT

- No amendment

ADMINISTRATIVE PROCEDURES

- No amendment

Moved by Trustee Prince

THAT the Policy Committee recommend to the October 8, 2019 Committee of the Whole Meeting to approve the revisions to the Emergency Instructors Elementary Policy, as presented.

APPROVED

6.3 Catholic Leadership: Supervisory Officer & Controller of Facilities Selection Policy (New)

Director Crocco and Superintendent Iannantuono presented feedback received from the vetting process and highlighted recommended amendments to the Catholic Leadership: Supervisory Officer & Controller of Facilities Selection Policy following the vetting process.

Following discussion, the Policy Committee recommended the following additional amendments:

POLICY STATEMENT

- No amendment

ADMINISTRATIVE PROCEDURES

- Page 4, bullet 2 add “*including a public background check*”
- Page 4, bullet 4(ii) change “*One Trustee*” to “*Two Trustees*” and add “*(observer status)*”

Moved by Trustee Prince

THAT the Policy Committee recommend to the October 8, 2019 Committee of the Whole Meeting to approve the revisions to the Catholic Leadership: Supervisory Officer & Controller of Facilities Selection Policy, as amended.

APPROVED

POLICIES - PRIOR TO VETTING

6.4 Establishment and Cyclical Review of Policies Policy (100.5)

Director Crocco presented the Establishment and Cyclical Review of Policies Policy (100.5) and a draft matrix of policies listed by governance or operational to support the draft edits to the Policy.

The Policy Committee suggested the policy be deferred to the October 22, 2019 Policy Committee meeting for continued discussion.

6.5 Catholic Leadership: Principal and Vice-Principal Selection Policy (202.2)

Director Crocco and Superintendent Iannantuono presented the Catholic Leadership: Principal and Vice-Principal Selection Policy (202.2).

The Policy Committee suggested no amendments to the revised draft of the Policy as presented:

POLICY STATEMENT

- No amendments

ADMINISTRATIVE PROCEDURES

- No amendments

The Policy Committee requested that the Catholic Leadership: Principal and Vice-Principal Selection Policy (202.2) revised draft, be vetted from September 25, 2019 to November 11, 2019 with a recommended deadline for presentation to the Policy Committee in November, for consideration to the Committee of the Whole and Board in December.

6.6 Religious Accommodation Policy (100.10.1)

Yolanda Baldasaro, Superintendent of Education presented the Religious Accommodation Policy (100.10.1).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- No amendments

ADMINISTRATIVE PROCEDURES

- No amendments

The Policy Committee requested that the Religious Accommodation Policy (100.10.1), be vetted from September 25, 2019 to November 11, 2019 with a recommended deadline for presentation to the Policy Committee in November, for consideration to the Committee of the Whole and Board in December.

INFORMATION

6.7 Policies Currently Being Vetted to October 4, 2019

- Employee Meals and Hospitality Policy (201.14)
- Employee Conferences, Workshops and Meetings Policy (201.15)
- Opening or Closing Exercises – Safe Schools Policy (302.6.1)
- Acceleration/Retention (Elementary) Policy (400.5)

6.8 Policy and Guideline Review 2019-2020 Schedule

Director Crocco presented the Policy and Guideline Review 2019-2020 Schedule.

7. Date of Next Meeting

October 22, 2019 – 4:00 p.m.

8. Adjournment

The meeting adjourned at 6:02 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
OCTOBER 8, 2019**

PUBLIC SESSION

**TOPIC: APPROVAL OF POLICIES
EMPLOYEE WORKPLACE HARASSMENT POLICY (201.7)**

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Employee Workplace Harassment Policy (201.7), as presented.

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources
Presented by: Policy Committee
Recommended by: Policy Committee
Date: October 8, 2019



Niagara Catholic District School Board

EMPLOYEE WORKPLACE HARASSMENT POLICY

STATEMENT OF POLICY

200 – Human Resources

Policy No 201.7

Adopted Date: March 26, 2002

Latest Reviewed/Revised Date: November 27, 2018

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, the Niagara Catholic District School Board is committed to providing a safe working environment in which all Employees are treated with consideration, dignity, respect, equity and in accordance with the gospel values of Jesus Christ, as well as the Mission, Vision and Values of the Board.

The Board believes that the eradication of harassment in the school/workplace is the joint obligation of the employer and the employee. Therefore, any employee who becomes aware of a harassment situation between employees has a responsibility to draw appropriate attention to it. Any failure to take measures to address harassment in the workplace has legal implications for the employer under the Ontario Human Rights Code.

Where the occasion of a complaint of harassment arises, the Board may achieve resolution through a formal or informal process. During the process all information gathered is to be kept confidential. It is the intention of the policy and the resulting procedures to attempt to protect both the complainant and the accused. Therefore, each party has equal rights at all steps throughout the process.

The Board will review this policy on an annual basis, and will post this policy in the workplace along with any applicable procedures and/or related programs.

The Director of Education will issue administrative procedures for the implementation of this policy.

References:

- [**Municipal Freedom of Information and Protection of Privacy Act**](#)
- [**Occupational Health & Safety Act \(December 2009\) Bill 13**](#)
- [**Bill 132: Sexual Violence and Harassment Action Plan Act**](#)
- [**Ontario Human Rights Code 1990**](#)
- [**Teaching Profession Act**](#)
- [**Niagara Catholic District School Board Policies/Procedures**](#)
 - [**Workplace Violence Policy \(201.11\)**](#)
 - [**Trustee Code of Conduct**](#)
 - [**Complaint Resolution Policy**](#)
 - [**Protocol Between Niagara Region Police Service and the Niagara Catholic District School Board**](#)
 - [**Employee Code of Conduct & Ethics Policy**](#)



Niagara Catholic District School Board

EMPLOYEE WORKPLACE HARASSMENT POLICY

ADMINISTRATIVE PROCEDURES

200 – Human Resources

Policy No 201.7

Adopted Date: March 26, 2002

Latest Reviewed/Revised Date: July 10, 2019

The expected duties of a Supervisor of the Niagara Catholic District School Board are comprised of but not limited to the responsibilities of training, evaluating, counselling, supervising and disciplining when warranted. These duties in itself do not constitute harassment.

WORKPLACE HARASSMENT

Means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought to reasonably to be known to be unwelcome or, workplace sexual harassment

ETHNOCULTURAL HARASSMENT

Is one or a series of unwanted, unsolicited remarks, behaviours or communications, in any form, directed toward an individual or members of an identifiable group because of a prohibited ground of discrimination, which has the effect of:

- Creating an intimidating, hostile, or offensive psychological or emotional climate for work or study, and/or
- Undermining work/academic performance, and/or
- Preventing or impairing full and equal enjoyment of employment/educational services, benefits, and/or opportunities.

SEXUAL HARASSMENT IS:

Unwanted sexual attention of a persistent or abusive nature made by a person who knows, or ought to know, that such attention is unwanted;

- Implied or expressed threat or reprisal in the form either of actual reprisal or the denial of opportunity for refusal to comply with a sexually oriented request; and
- Sexually oriented remarks, gestures and/or behaviour which may reasonably be perceived to cause humiliation or a negative psychological and/or emotional environment for work or study.
- Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome

Sexual Harassment may include:

- The display or distributing of offensive material such as pictures, cartoons, e-mails and graffiti in schools, or in other Board premises,
- Unwanted and unnecessary physical contact,
- Unwelcome remarks, jokes or other gestures of a sexual nature.
- Unwelcome sexual innuendo, sexual advances, inappropriate body contact, request for sexual favours and the display of exploitive material.

Sexual Harassment is not:

- Conduct which both parties find acceptable such as an occasional compliment,
- An occasional or appropriate comment which a reasonable person, in their circumstances, would not take to have an unwelcome sexual connotation.
- Relationships between consenting adults which are voluntary. However, when such a relationship ends, continued unwanted attention may constitute sexual harassment.

**COMPLAINT RESOLUTION PROCEDURES - INFORMAL RESOLUTION
(VERBAL PROCESS)**

- Complainants are encouraged to attempt to resolve concerns at the Informal Resolution Stage, within two (2) working days or timelines agreed upon by both parties. However, if the complainant believes circumstances make this difficult to do; the complainant may follow the Formal Resolution procedures.
- The complainant may speak directly to the accused, in order to:
 - identify the specific conduct, action or attitudes which are alleged to be harassing
 - demand that the conduct, action or attitudes cease
- The complainant may choose to speak to their Immediate Supervisor, or another Supervisor, in an attempt to resolve the complaint.
- This Supervisor may arrange informal meetings to resolve the issue and the parties concerned shall be accompanied by an advocate to attend the meetings if they so choose.
- No formal written records are necessary at this stage. It is strongly suggested, however, that the parties should keep personal documentation of the meeting(s).

COMPLAINT RESOLUTION PROCEDURES - FORMAL RESOLUTION

- This complaint procedure is not intended to affect the employee's rights and duties as outlined in relevant legislation and/or Collective Agreements or Terms of Employment.
- If the complainant is not satisfied that the informal resolution procedure has produced acceptable results, or if circumstances warrant further action, then the complainant may initiate the formal resolution procedure.
- The complainant has the right to bring forward a formal complaint and to obtain a review of their complaint in an atmosphere of respect and confidentiality without fear of embarrassment or reprisals.
- The formal complaint shall be in written form.
- The formal complaint should be brought to the attention of the Immediate Supervisor with copies to the appropriate Superintendent and the Senior Administrator of Human Resources.
- Resolution to the formal complaint process shall be initiated through the Immediate Supervisor or Senior Administrator of Human Resources.
- When the accused is the Immediate Supervisor the complaint shall be directed to the appropriate Superintendent, with a copy to the Senior Administrator of Human Resources.
- When the accused person is a Superintendent or Senior Administrator of Human Resources the complaint shall be directed to the Director of Education.
- When allegations are made against the Director the complaint shall be directed to the Chairperson of the Board.
- When allegations are made against a Trustee the complaint shall be directed to the Director of Education who will follow the process according to the Trustee Code of Conduct Policy.
- The formal written complaint shall include:
 - identification of the accused individual(s) involved
 - identification of the specific conduct, action, or attitudes which the complainant considers harassing
 - identification of any witnesses to the conduct, action or attitudes
 - a suggested resolution
- A copy of this complaint must be sent by the complainant to the accused within three (3) working days of the registration of the complaint.

- If the complaint is directed at another member of the College of Teachers, teachers are required to comply with section 18 1(b) of the regulation made under the **Teaching Profession Act**.

INVESTIGATIVE PROCEDURE OF THE COMPLAINT BY THE SUPERVISOR

- Upon receipt of a formal complaint the Supervisor shall ascertain that a copy of the complaint has been provided to the accused and to the appropriate Superintendent and the Senior Administrator of Human Resources.
- The Supervisor shall arrange a meeting within two (2) working days of the written complaint being sent to the accused. Each party to this meeting may have an advocate present during the meeting. This advocate may be a Principal, Vice Principal, Supervisor, trusted staff member, friend, association or union representative.
- During this meeting the Supervisor shall review the complaint, allow each party to present their position relative to the complaint, and question the parties for clarification.
- **No Merit**
A written report is expected if the Supervisor concludes after an internal investigation that the complainant's allegations have no merit. This report shall be completed with a rationale for ending the investigation. The report shall be communicated to the parties within ten (10) working days of the meeting. A copy of this report shall be forwarded to the appropriate Superintendent and to the Senior Administrator of Human Resources. If there is a determination that a report of harassment has been filed in bad faith, the investigation process will be discontinued and disciplinary action may occur.
- **With Merit**
An internal investigation is expected if the Supervisor concludes that the allegations have merit. After internal investigation:
 - If it is clear that the respondent's behaviour did constitute harassment/discrimination, the respondent will be required to provide a written plan that outlines what will be done to prevent any reoccurrence of the harassing behaviour(s).
 - The plan will also address future interactions with the complainant to ensure that there will be no overt or subtle intimidation or retaliation. The plan may include specific action regarding harassment/discrimination prevention education or counselling provided in the community.
 - The complainant's requests regarding future interactions with the respondent will be considered in the development and the final approval of the plan.
 - The Superintendent of Human Resources will determine the appropriate disciplinary action to be taken.
- If either party is not accepting of the findings the matter may be referred to the Director of Education. The Director of Education may elect to proceed with an investigation through their office or refer the matter to an independent third party. Selection of the third party shall be the exclusive decision of the Director of Education.
- Should the Director of Education choose to investigate the matter through the Director of Education's office the Director of Education may request, in writing a meeting with either party for the purpose of reviewing the decision reached by the Supervisor. This request must be made within fourteen (14) working days of the decision by the Supervisor. The Director of Education will hold a meeting with both parties.
- After a meeting with the Director of Education a written final decision will be presented to both parties. A copy of this final decision including any prescribed action and discipline will be filed with the Senior Administrator of Human Resources.
- The final decision of the Director of Education may be appealed to the Committee of the Whole/or the Board by either party not to exceed sixty (60) school days.
- If the complaint is against the Director of Education the Chair of the Board will refer the issue to the Board after conducting an informal investigation in order to assess merit.
- If the complaint is against a Trustee, the Director of Education will refer the issue to the Chair of the Board after conducting an informal investigation in order to assess merit.
- If the complaint is against the Chair, the Director of Education will refer the issue to the Vice- Chair of the Board after conducting an informal investigation in order to assess merit.

- The Board will ensure the worker who has allegedly experienced workplace harassment and the alleged harasser, if he or she is a worker of the employer, are informed in writing of the results of the investigation and of any corrective action that has been taken or that will be taken as a result of the investigation

RECORDS

- All records for cases determined to have merit, shall be sealed and placed in the accused person's electronic personnel file and are accessible only to authorized Board personnel, the accused and any representative of the accused with the appropriate written permission of the accused. If there are no further complaints that are deemed to have merit, within a three (3) year period this individual may request, in writing, that their record be removed and destroyed.
- At the written request of the accused, the Director of Education and/or delegate may review the appropriate harassment file after a three (3) year period provided the individual has fully complied with the Board's Employee Workplace Harassment policy during that time period.
- The Director of Education and/or delegate may, at their discretion, determine that the harassment file be retained or destroyed following the review.

OTHER CONSIDERATIONS

- All investigations, accusations and all matters dealing with the Employee Workplace Harassment complaints will be conducted with regard to due process and confidentiality.
- Any breach of confidentiality by those parties involved may result in disciplinary action.
- The process does not abrogate or deny the rights of any employee granted or contained in any other provincial acts or regulations, federal legislation or collective agreements.
- If the most recent incident giving rise to the complaint occurred prior to the current school year or prior to six months before initiation of the complaint, the complaint must have a reasonable explanation of why the complaint was not promptly made and the Supervisor, in consultation with the appropriate Supervisory Officer and/or Controller of Facilities Services, must be satisfied that the delay was incurred in good faith and no substantial prejudice will result to any individual affected by the delay.
- If the complaint is made by a student or a parent against an employee of the Board the appropriate Supervisor will exercise the relevant procedures or regulations as set out in the Police Protocol section of the Safe Schools Policy (302.6) as well as the FACS Protocol.
- All Principals/Supervisors shall make all employees aware of this policy as well as the Employee Assistance Program (EAP).
- This policy will be implemented in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- Timelines to the investigation and the process listed in this policy may be adjusted with the approval and agreement of the parties.
- Copies of this policy will be submitted to the complainant and harasser upon receipt of the complaint.

Adopted Date:	March 26, 2002
Revision History:	February 23, 2010 February 28, 2012 November 26, 2013 February 24, 2015 June 21, 2016 May 23, 2017 November 27, 2018 July 10, 2019

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
OCTOBER 8, 2019**

PUBLIC SESSION

**TOPIC: APPROVAL OF POLICIES
EMERGENCY INSTRUCTORS ELEMENTARY POLICY (NEW)**

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Emergency Instructors Elementary Policy (New), as presented.

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources
Presented by: Policy Committee
Recommended by: Policy Committee
Date: October 8, 2019



Niagara Catholic District School Board

EMERGENCY INSTRUCTORS ELEMENTARY POLICY

STATEMENT OF POLICY

200 – Human Resources

Policy No.

Adopted Date:

Latest Reviewed/Revised Date:

In keeping with the mission, vision and values of the Niagara Catholic District School Board, the Niagara Catholic District School Board believes that the realization of the goals of Catholic education, founded on faith, inspired by the Gospel, and committed to service requires leadership at all levels.

The Niagara Catholic District School Board recognizes that our school community exists primarily to foster and exemplify Catholic values centred on the person of Jesus Christ.

The Niagara Catholic District School Board is committed to ensuring that qualified teachers are teaching in our classrooms at all times. From time to time, in extenuating circumstances, this may not be possible. A Board registered Emergency Instructor may be called upon to cover a classroom in the absence of a classroom teacher.

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

References

- [*Education Statutes and Regulations of Ontario*](#)
- [*Ontario Human Rights Code*](#)
- [*Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)*](#)
- [*Personal Health Information Protection Act \(PHIPA\)*](#)
- [*Personal information and Protection of Electronic Documents Act \(PIPEDA\)*](#)

Niagara Catholic District School Board Policies/Procedures

- [*Equity and Inclusive Education Policy \(100.10\)*](#)
- [*Electronic Communications System Policy \(Employees\) 201.12*](#)
- [*Electronic Communications System Policy \(Students\) 301.5*](#)
- [*Privacy Policy \(600.6\)*](#)
- [*Privacy Breach Procedure*](#)



Niagara Catholic District School Board

EMERGENCY INSTRUCTORS ELEMENTARY POLICY

ADMINISTRATIVE PROCEDURES

200 – Human Resources

Policy No.

Adopted Date:

Latest Reviewed/Revised Date:

DEFINITION

An Emergency Instructor, as named by the Niagara Catholic District School Board, is a person who is not certified as a teacher, is 18 years of age or older, holder of an Ontario secondary school diploma and who is appointed, on a daily basis to a maximum of ten school days, to instruct in the case of an emergency.

Emergency Instructors shall not be deployed unless and until the call out for occasional teachers on the Occasional Teacher Roster have been exhausted, all retirees from the Emergency List have been exhausted, **Catholic teachers who have not submitted a pastoral reference are considered, followed by the deployment of Emergency Instructors when required.** It will be the Principal's discretion to deploy Emergency Instructors if a classroom at the school is not filled with an Occasional Teacher as per the call-out process

APPLICATION PROCESS

A Board registered Emergency Instructor may be called upon, as a casual worker, to cover a classroom in the absence of the classroom teacher for a part or a full day. Careful consideration is given to the selection of people to fulfill these roles, and the Emergency Instructor is given training in school procedures and is subject to a Criminal Background Check/ Vulnerable Sector Screening before entering the classroom. If there are any questions regarding the emergency instructor, please contact the Principal of the school.

- a) The Principal is to create an unqualified **Emergency Instructor** list at each elementary school.
- b) The Principal and/or Vice principal will interview prospective Emergency Instructors as selected by the Principal. The interview will include such issues as confidentiality, classroom procedures, and the safety and well-being of all students in the classroom.
- c) Prior to commencing employment, Emergency Instructors will be required to provide a Criminal Background Check/ Vulnerable Sector Screening, to the Human Resources Department.

SUPPORT PROCESS

As Emergency Instructors have no formal training, expertise or certification as professional educators, it is imperative that arrangements be made, under the direction of the Principal or Vice-Principal to ensure that all Emergency Instructors maintain "proper order and discipline in the teacher's classroom and while on duty in the school and on the school ground," (Section 264 Education Act). In order to facilitate this, the Principal or Vice-Principal is required to remain in contact with the Emergency Instructor on a frequent basis throughout the school day to ensure safety of all students.

PRIOR TO ENTERING THE CLASSROOM

Emergency Instructors should be given information/training on the following prior to entering a classroom for the first time:

- a) the use of the telephone in the classroom, school and classroom rules and procedures including all safety plans (Fire Drill, Bomb Threat, Intruder Alert, Emergency Evacuation etc.). This information is to be provided to all individuals replacing the regular teacher;
- b) schedules and procedures for lunch, recess and preparation / planning time as well as arrival, dismissal and transportation routines and times;
- c) debriefing on the unique needs of certain students in the classroom, so they are prepared to handle any situation that may arise (e.g. high-risk students, medical needs, special education needs, emotional or physical needs and any issues of court orders - i.e. custody situations); and,
- d) an introduction to at least one classroom teacher in close proximity to their designated classroom, in case of a delay in contacting a member of the administrative team.

At the conclusion of the interview or prior to the first working day, the Emergency Instructor will sign an acknowledgement form confirming that they are aware of school routines, emergency routines and the importance of confidentiality. Once signed, this Documentation and Acknowledgement Form should be sent along with the completed package to the attention of Human Resources Services.

DAILY PLANS / EMERGENCY PLANS

The Emergency Instructor shall follow the teaching plan left by the classroom teacher. Where this is not possible, the Principal/Vice Principal will provide the required directions to the Emergency Instructor in order to develop a classroom routine for the day. Activities which require the expertise of a qualified teacher, specific skills, safety knowledge, or specific knowledge of an activity should not be undertaken unless the Principal/Vice Principal is satisfied that the Emergency Instructor is able to perform the tasks involved.

COMMUNICATING WITH THE COMMUNITY

- i) Principals should ensure that the use of an Emergency Instructor is undertaken after all attempts to obtain a qualified teacher have failed.
- ii) To ensure an open communication with parents/guardians, the following message shall be issued.

The Niagara Catholic District School Board is committed to ensuring that qualified teachers are teaching in our classrooms at all times. From time to time, in extenuating circumstances, this may not be possible. A Board registered Emergency Instructor may be called upon, as a casual worker, to cover a classroom in the absence of the classroom teacher for a part or a full day. Careful consideration is given to the selection of people to fulfill these roles, and the Emergency Instructor is given training in school procedures and is subject to a Criminal Background Check/ Vulnerable Sector Screening before entering the classroom. If there are any questions, please contact the Principal of the school.

Adopted Date:

NEW

Revision History:

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
OCTOBER 8, 2019**

PUBLIC SESSION

**TOPIC: APPROVAL OF POLICIES
CATHOLIC LEADERSHIP: SUPERVISORY OFFICER &
CONTROLLER OF FACILITIES SELECTION POLICY (NEW)**

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Catholic Leadership: Supervisory Officer & Controller of Facilities Selection Policy (New), as presented.

Prepared by: John Crocco, Director of Education/Secretary-Treasurer
Presented by: Policy Committee
Recommended by: Policy Committee
Date: October 8, 2019



Niagara Catholic District School Board

**CATHOLIC LEADERSHIP: SUPERVISORY OFFICER AND CONTROLLER OF
FACILITIES SERVICES SELECTION POLICY**

STATEMENT OF POLICY

200 – Human Resources

Policy No NEW

Adopted Date: NEW

Latest Reviewed/Revised Date:

In keeping with its Mission, Vision and Values, the Niagara Catholic District School believes that the realization of the goals of Catholic education requires system leadership founded on faith, inspired by the Gospel, and committed to service.

For appointments to all positions of system leadership with the Niagara Catholic District School Board, a candidate shall have a demonstrated record of promoting Catholic Education as evidenced in one's personal faith journey, as well as an understanding of and a genuine commitment to the Board's mission and shared vision and values.

Individuals aspiring to Catholic system leadership positions within the Niagara Catholic District School Board shall possess the qualifications required by Education Statutes and Regulations of Ontario, as well as those established by the Board. The Board will ensure that individuals selected to positions of responsibility as a Supervisory Officer or Controller of Facilities Services will possess all of the qualifications, experience and necessary skills to perform this role.

Niagara Catholic Supervisory Officers and Controller of Facilities Services staff shall be dedicated system leaders who demonstrate a strong commitment to the vocation of Catholic education through engagement, support and positive-servant leadership in schools, the system and within the Catholic community. Personal faith commitment is a fundamental criterion for vocational servant leadership in Niagara Catholic as a Supervisory Officer and Controller of Facilities Services and will be evident through visible involvement within the community and parish.

As an active member of Senior Administrative Council, Supervisory Officers and the Controller of Facilities Services will provide engaged Catholic faith-filled leadership from Early Years through to graduation within a system and/or a Family of Schools portfolio. Within the collective leadership team of Niagara Catholic, Supervisory Officers and the Controller of Facilities Services will assist the Director of Education in implementing the **Niagara Catholic District School** Board's multi-year Strategic Plan, annual system priorities, annual budgets and operational directions for the **Niagara Catholic District School** Board, including, but not limited to, programs, supports and services, system supervision and direction to staff at the system or school level.

Prior to the commencement of the Supervisory Officer or Controller of Facilities Services selection process, the Director of Education will consult and seek input from the Board of Trustees on the skill set and profile within the Niagara Catholic District School Board.

The Director of Education will issue Administrative Procedures in support of this policy.

References

- [*Student Achievement and School Board Governance Act, 2009*](#)
- [*Education Act and Regulations*](#)
- [*Ontario Leadership Strategy*](#)



Niagara Catholic District School Board

CATHOLIC LEADERSHIP: SUPERVISORY OFFICER AND CONTROLLER OF FACILITIES SERVICES SELECTION POLICY

ADMINISTRATIVE PROCEDURES

200 – Human Resources

Policy No 202.3

Adopted Date: NEW

Latest Reviewed/Revised Date:

PREAMBLE

The major objectives of the role description and the procedures outlined herein are to provide a set of clear expectations of the most competent and knowledgeable candidates aspiring to the system Catholic leadership position of a Supervisory Officer and Controller of Facilities Services, while providing a clear set of procedures to be followed from application to appointment.

LEADERSHIP FRAMEWORK FOR CATHOLIC SUPERVISORY OFFICERS AND CONTROLLER OF FACILITIES SERVICES

- Catholic Faith, Community and Culture
- Setting Directions
- Building Relationships and Developing People
- Developing the Organization
- Leading the Instructional Program
- Securing Accountability

QUALIFICATIONS FOR SUPERVISORY OFFICERS

The following qualifications are required at the time of application:

- Completion of the Ontario Supervisory Officer's Qualifications or currently enrolled in the Catholic Supervisory Officer Qualification Program for Academic Candidates (Regulation 176/10) or Business Candidates (Regulation 309, as amended by O.Reg. 182/97)
- Ontario College of Teachers Certification of Registration and Certificate of Qualifications (Superintendent of Education position)
- Minimum five (5) years leadership experience as a Catholic elementary or secondary Principal; Supervisory Officer or comparable position for a Superintendent of Business and Financial Services
- Specialist in Religious Education and Special Education or currently enrolled (Superintendent of Education)
- Demonstrated participation in a Catholic Parish as attested through a current Pastoral Letter of Reference (Superintendent of Education)
- Demonstrated experience as ~~an authentic, open, transparent and accountable leader~~ **outlined in the Ontario Leadership Strategy Framework for Catholic Supervisory Officers**
- Demonstrated experience implementing Government of Ontario Legislation; the Education Statutes and Regulations of Ontario; Ministry of Education Guidelines; Catholic District School Board Policies; and a Board's Mission Statement, Vision and Values
- Demonstrated ability to work effectively within a collaborative leadership team
- Demonstrated ability to lead staff, collaborate with partners in Catholic education and community members
- Demonstrated exceptional interpersonal and communication skills
- Hold a valid driver's license, access to a vehicle and ability to travel as required to discharge one's duty as a Supervisory Officer

QUALIFICATIONS FOR CONTROLLER OF FACILITIES SERVICES

The following qualifications are required at the time of application:

- Bachelor's or Master's degree in Architecture and/or Engineering, with a minimum of five years related experience. A Professional Designation is considered an advantage
- Program and project management experience related to the delivery of educational/institutional facility projects is an advantage
- Comprehensive understanding of the design, tendering and construction processes
- **Demonstrates experience and support for the Ontario Catholic Leadership Strategy Framework**
- Proven experience with research, report writing, analysis, supervision of staff and the use of collaborative leadership models
- Superior communication and team building skills that include presentation, negotiation skills and the use of a variety of software applications
- Hold a valid driver's license, access to a vehicle and ability to travel as required to discharge one's duty as a ~~Supervisory Officer~~ **Controller of Facilities Services**

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD: APPLICATION PROCESS

Interested applicants will be required to provide at the time of application:

- A complete Curriculum Vitae providing evidence of the qualifications required
- A one-page statement of philosophy of Catholic Education which outlines past experiences and examples of personal commitment to Catholicism
- A current written professional reference from the applicant's immediate supervisor(s)
- A current written Pastoral Letter of Reference* (Superintendent of Education)
- A current written professional reference from an applicant's colleague*
- The names addresses and telephone numbers of two (2) additional references from the applicant's current or previous work environment*
- A current copy of the candidate's Ontario Certificate of Qualification (OCT) for a Superintendent of Education position
- A copy of the most recent Performance Appraisal in one's current position
- A copy of a recent Criminal Background Check (Vulnerable Sector Screening); and,
- A valid driver's license, access to a vehicle and be able to travel as required to discharge one's duty as a ~~Superintendent of Education~~ **Supervisory Officer** or Controller of Facilities Services.

*Include written permission to contact references

ADVERTISING AND APPLICATIONS

1. Applications will be invited from qualified internal candidates and may be invited from qualified external candidates.
2. Application information provided to candidates will stipulate the qualifications and all additional requirements involved in the selection process.

SELECTION PROCESS

1. Applications will be invited from qualified candidates for the position(s) of a Supervisory Officer and a Controller of Facilities Services as required. **With the permission of the applicant, the Director of Education may contact a member of staff or the community as part of the confidential background review.**

2. The Director of Education, in consultation with Senior Administrative Council, shall review all applications, **including a public background check**, to determine which applicants shall be invited to proceed in the selection process.
3. Those applicants not selected to proceed in the selection process shall be so notified and given reasons.
4. Interview Committee Members and Responsibility
 - a. The Interview Committee shall consist of the following:
 - i. **All** members of Senior Administrative Council
 - ii. ~~One~~ **Two** Trustee's appointed by the Board (**observer status**)
 - iii. Chair of the Committee: Director of Education
 - b. All members of the Interview Committee will be present for all interviews.
 - c. All members of the Interview Committee will be provided with **confidential** copies of the applicants' resumes and applications.
 - d. Members of the Interview Committee will make recommendation(s) for successful candidate(s) to the Director of Education.
5. After consideration of the Interview Committee recommendations, the Director of Education will determine the successful candidate(s) and following consultation **with and/or approval** of the Board at an In-Camera Meeting with the Board of Trustees will confirm the new Supervisory Officer(s) and/or Controller of Facilities Services. Offer of employment will be made by the Director of Education.
6. The Director of Education who is the chairperson for the process shall coordinate the debriefing of each candidate upon request.

CONFLICT OF INTEREST

No individual will be involved in any part of the selection process if it is self-declared and/or deemed to be a Conflict of Interest regarding any individual submitting their name for a position with Niagara Catholic. Conflicts of Interest will be declared to the Director of Education who will ensure that the individual declaring the conflict of interest is not involved in any facet of the selection process.

Adopted Date:	NEW
Revision History:	

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
OCTOBER 8, 2019**

PUBLIC SESSION

**TITLE: ANNUAL REPORTS FOR CATHOLIC SCHOOL COUNCILS
AND THE NIAGARA CATHOLIC PARENT INVOLVEMENT
COMMITTEE 2018-2019**

The Annual Reports for Catholic School Councils and the Niagara Catholic Parent Involvement Committee 2018-2019 are presented for information.

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

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

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

Date: October 8, 2019



**REPORT TO THE COMMITTEE OF THE WHOLE
OCTOBER 8, 2019**

**ANNUAL REPORTS FOR CATHOLIC SCHOOL COUNCILS AND THE
NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE
2018-2019**

BACKGROUND INFORMATION

Every school council shall annually submit a written report on its activities to the Principal of the school and to the Board that established the Council (O. Reg. 612/00, s. 24 (1)). If the school council engages in fundraising activities, the annual report shall include a report of those activities. (O. Reg. 612/00, s. 24 (2)).

Every parent involvement committee of the Board shall annually submit a written summary of the committee's activities to the Chair of the Board and to the Board's Director of Education. (O. Reg. 612/00, s. 50 (1)). The summary of activities shall include a report on how funding, if any, provided under the *Education Act* for parent involvement was spent (O. Reg. 612/00, s. 50 (2)).

Catholic School Councils in the Niagara Catholic District School Board and the Niagara Catholic Parent Involvement Committee have submitted a report that includes meeting dates, activities, and a financial statement for the 2018-2019 school year.

The Annual Reports for Catholic School Councils and the Niagara Catholic Parent Involvement Committee 2018-2019 have been included in this report. See Appendix A.

The Annual Reports for Catholic School Councils and the Niagara Catholic Parent Involvement Committee 2018-2019 are presented for information.

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

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

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

Date: October 8, 2019

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
OCTOBER 8, 2019**

PUBLIC SESSION

**TITLE: STAFF DEVELOPMENT DEPARTMENT PROFESSIONAL
DEVELOPMENT OPPORTUNITIES**

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

Prepared by: Frank Iannantuono, Superintendent of Education
Anthony Corapi, Coordinator of Staff Development

Presented by: Frank Iannantuono, Superintendent of Education

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

Date: October 8, 2019



REPORT TO THE COMMITTEE OF THE WHOLE MEETING OCTOBER 8, 2019

STAFF DEVELOPMENT DEPARTMENT PROFESSIONAL DEVELOPMENT OPPORTUNITIES

BACKGROUND INFORMATION

In alignment with the Board's Vision 2020 Strategic Plan and Annual System Priorities, the Department of Staff Development, as an integral aspect of its mandate, acts as the point of co-ordination among various departments. Thus ensuring that all professional development opportunities for staff, both teaching and non-teaching, occur in a seamless fashion to minimize disruptions to the myriad services provided within our Niagara Catholic community.

The following is a listing of activities occurring during the period October 8, 2019 through November 12, 2019.

Multiple Dates (October 2019 – June 2020)

Professional Development for Child and Youth Workers (see below)

<p><u>October 11, 2019</u></p> <ul style="list-style-type: none"> • Elementary and Secondary CYWs: Half-day session - 8:30 a.m. to 11:30 a.m. at the Catholic Education Centre and report to their schools for the afternoon.
<p><u>November 15, 2019</u></p> <ul style="list-style-type: none"> • Training Session for Elementary CYWs: Half-day session - 8:30 a.m. to 11:30 a.m. at the Catholic Education Centre and report to their schools for the afternoon. • Training Session for Secondary CYWs: Half-day session - 12:30 p.m. to 3:00 p.m. at the Catholic Education Centre and report to their schools for the morning
<p><u>February 14, 2020</u></p> <ul style="list-style-type: none"> • Elementary and Secondary CYWs: Full-day session - 8:30 a.m. to 3:00 p.m. at the Catholic Education Centre
<p><u>June 5, 2020</u></p> <ul style="list-style-type: none"> • Elementary and Secondary CYWs: Full-day session - 8:30 a.m. to 3:00 p.m. at Our Lady of Grace Spiritual Center

Friday, October 11, 2019

Professional Activity Day – All Sites

- The primary venue for all elementary and secondary school staff is their home school.
- The day in both the elementary and secondary panels will focus on the following topics:
 - o Student Achievement/Student Success: Developing and Implementing Board and School Improvement Plans.
 - o Health and Safety Training

Wednesday, October 16, 2019

The Early Years Encounters, The Learning Environment – A Place to Nurture and Nourish Workshop

- The after-school workshop will take place from 4:00 p.m. to 5:30 p.m. at the Early Childhood Community Development Centre located at 3340 Schmon Parkway, Thorold.
- In cultivating a learning environment that will promote play, inquiry, oral language development, growth in literacy and mathematics behaviours, and our Catholic faith, we must first take a look at the classroom itself and how we "see" learning happening. The learning environment we create goes beyond the aesthetics and delves deeper into the social and emotional environment we offer to students for early learning success. The session will provide an opportunity to share ideas, experiences, and promising practices in cultivating a nurturing learning environment to support and nourish children's social emotional well-being. It will be an interactive gathering and an opportunity to celebrate one another's classroom experiences.

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

Prepared by: Frank Iannantuono, Superintendent of Education
Anthony Corapi, Coordinator of Staff Development

Presented by: Frank Iannantuono, Superintendent of Education

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

Date: October 8, 2019

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
OCTOBER 8, 2019**

PUBLIC SESSION

TITLE: CAPITAL PROJECTS PROGRESS REPORT UPDATE

The Capital Projects Progress Report Update is presented for information.

Prepared by: Scott Whitwell, Controller of Facilities Services
Presented by: Scott Whitwell, Controller of Facilities Services
Approved by: John Crocco, Director of Education/Secretary-Treasurer
Date: October 8, 2019



**REPORT TO THE COMMITTEE OF THE WHOLE MEETING
OCTOBER 8, 2019
CAPITAL PROJECTS PROGRESS REPORT UPDATE**

BACKGROUND INFORMATION

Individual progress reports for capital projects are presented as follows:

IN PROGRESS

Appendix A	Our Lady of Mount Carmel Catholic Elementary School – New Child Care
Appendix B	Monsignor Clancy Catholic Elementary School – Consolidated Monsignor Clancy/St. Charles Catholic Elementary School and New Child Care

The Capital Projects Progress Report Update is presented for information.

Prepared by:	Scott Whitwell, Controller of Facilities Services
Presented by:	Scott Whitwell, Controller of Facilities Services
Approved by:	John Crocco, Director of Education/Secretary-Treasurer
Date:	October 8, 2019



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
OCTOBER 08, 2019**

APPENDIX A

OUR LADY OF MOUNT CARMEL CATHOLIC ELEMENTARY SCHOOL

Scope of Project: Design and construction of 3 child care room addition.

Current Status: Approval to proceed to tender has been granted from the MOE. Working on tender documents.

Project Information:

New Area to be Constructed	5,317 sq. ft.
Child Care Spaces Added	49 spaces



Project Funding:

Child Care	1,557,887
	<hr/>
	\$1,557,887

Project Costs:

	<u>Budget</u>	<u>Paid</u>
Construction Contract	TBD	0
Fees & Disbursements	TBD	\$114,401
Other Project Costs	TBD	\$39,016
	<hr/>	<hr/>
	\$1,557,887	\$153,416

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	December 21, 2017	December 21, 2017
Ministry Approval (space)		
Architect Selection	July 17, 2018	
Design Development	January 2019	
Contract Documents		
Tender & Approvals		
Ministry Approval (cost)		
Ground Breaking Date		
Construction Start		
Occupancy	Fall 2020	
Official Opening & Blessing		

Project Team:

Architect	Venerino V.P. Panici Architect Inc.
General Contractor	TBD
Project Manager	Tunde Labbancz
Superintendent	Pat Rocca
Principal	Domenic Massi



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
OCTOBER 08, 2019**

APPENDIX B

MONSIGNOR CLANCY CATHOLIC ELEMENTARY SCHOOL

Scope of Project: Design and construction of a consolidated Monsignor Clancy/St. Charles Catholic Elementary School and New Child Care.

Current Status: Seeking approval to proceed to tender from MOE.

Project Information:

New Area to be Constructed	TBD	sq. ft.
Pupil Places Added	104	students
New Facility Capacity	677	students
Child Care Places Added	49	places



Project Funding:

Capital Priorities	3,482,495
Child Care	1,557,887
	\$5,040,382

Project Costs:

	Budget	Paid
Construction Contract	TBD	42,054
Fees & Disbursements	TBD	243,195
Other Project Costs	TBD	68,092
	\$5,040,382	353,341

Project Timelines:

	Scheduled Completion	Actual Completion
Funding Approval	March 13, 2018	March 13, 2018
Ministry Approval (space)		
Architect Selection	July 19, 2018	
Design Development	September 25, 2018	
Contract Documents	November 6, 2018	
Tender & Approvals	January 26, 2019	
Ministry Approval (cost)	April 29, 2019	
Ground Breaking Date		
Construction Start		
Occupancy	Fall 2020	
Official Opening & Blessing		

Project Team:

Architect	Venerino V.P. Panici Architect Inc.
General Contractor	TBD
Project Manager	Tunde Labbancz
Superintendent	Lee Ann Forsyth-Sells
Principal	Dan Trainor

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
OCTOBER 8, 2019**

PUBLIC SESSION

**TITLE: COMMITTEE OF THE WHOLE SYSTEM PRIORITIES AND
BUDGET 2019-2020 UPDATE**

The Committee of the Whole System Priorities and Budget 2019-2020 update report is presented for information.

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: October 8, 2019



**REPORT TO THE COMMITTEE OF THE WHOLE
OCTOBER 8, 2019**

**COMMITTEE OF THE WHOLE SYSTEM PRIORITIES AND BUDGET
2019-2020 UPDATE**

BACKGROUND INFORMATION

At each month's Committee of the Whole 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 2019-2020.

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

This monthly report will provide an opportunity for the continued engagement and dialogue with the Committee of the Whole on the status of the implementation of the annual System Priorities and Budget.

The Committee of the Whole System Priorities and Budget 2019-2020 update report is presented for information.

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: October 8, 2019

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
OCTOBER 8, 2019**

PUBLIC SESSION

**TITLE: EDUCATION QUALITY AND ACCOUNTABILITY OFFICE
(EQAO) RESULTS FOR THE 2018-2019 ASSESSMENTS OF
READING, WRITING AND MATHEMATICS PRIMARY
DIVISION AND JUNIOR DIVISION, THE GRADE 9
ASSESSMENT OF MATHEMATICS AND THE ONTARIO
SECONDARY SCHOOL LITERACY TEST (OSSLT)**

The Education Quality and Accountability Office (EQAO) Results for the 2018-2019 Assessments of Reading, Writing and Mathematics Primary Division and Junior Division, the Grade 9 Assessment of Mathematics and the Ontario Secondary School Literacy Test (OSSLT) report is presented for information.

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education
Christine Battagli, Consultant-Research, Assessment, Evaluation and Reporting

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

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

Date: October 8, 2019



REPORT TO THE COMMITTEE OF THE WHOLE MEETING OCTOBER 8, 2019

EDUCATION QUALITY AND ACCOUNTABILITY OFFICE (EQAO) RESULTS FOR THE 2018-2019 ASSESSMENTS OF READING, WRITING AND MATHEMATICS PRIMARY DIVISION AND JUNIOR DIVISION, THE GRADE 9 ASSESSMENT OF MATHEMATICS AND THE ONTARIO SECONDARY SCHOOL LITERACY TEST (OSSLT)

BACKGROUND INFORMATION

As part of Board and school improvement planning, Senior Administrative Council, school administrators and staff review EQAO data to inform instruction and assessment practices that support improvements in learning and achievement for all students.

This Board report includes Appendices of the EQAO results for 2018-2019:

- Primary Division and Junior Division Assessments of Reading, Writing and Mathematics (Appendix A)
- Grade 9 Assessment of Mathematics (Appendix B)
- Ontario Secondary School Literacy Test (OSSLT) (Appendix C)
- Tracking Student Achievement in Relation to the Provincial Standard Primary (Grade 3) to Junior Division (Grade 6), 2015-2016 to 2018-2019 (Appendix D)
- Tracking Student Achievement in Relation to the Provincial Standard Junior Division (Grade 6) in 2015-2016 to Grade 9 in 2018-2019, Mathematics (Appendix E)
- Tracking Student Achievement in Relation to the Provincial Standard Junior Division (Grade 6) in 2014-2015 to OSSLT (Fully Participating) in 2018-2019 (Appendix F).

The Education Quality and Accountability Office (EQAO) results for the 2018-2019 Assessments of Reading, Writing and Mathematics Primary Division and Junior Division, the Grade 9 Assessment of Mathematics and the Ontario Secondary School Literacy Test (OSSLT) report is presented for information.

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Date: October 8, 2019

EQAQ 2018-2019

Primary Division (Grades 1 to 3) *Assessments of Reading, Writing and Mathematics*

Results for All Students - % of Students at Level 3 or Above

2018-2019	Reading (%)	Writing (%)	Mathematics (%)
Niagara Catholic	77	73	57
Province	74	69	58

2017-2018	Reading (%)	Writing (%)	Mathematics (%)
Niagara Catholic	79	78	61
Province	75	72	61

Five Year Trend - % increase/decrease

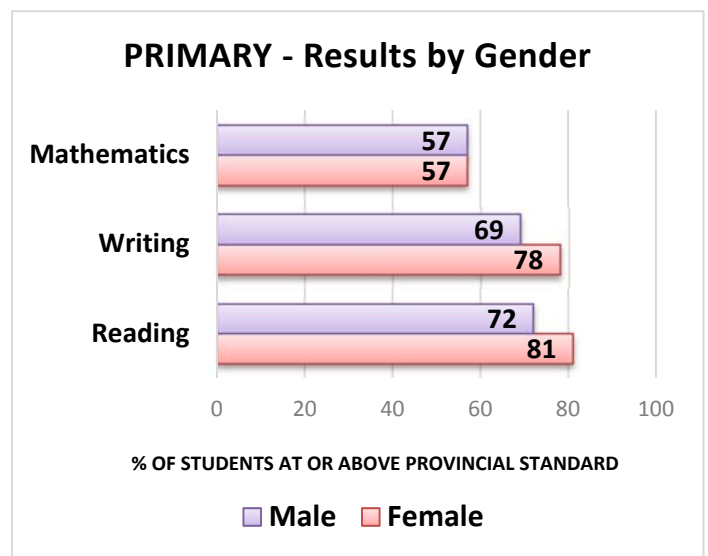
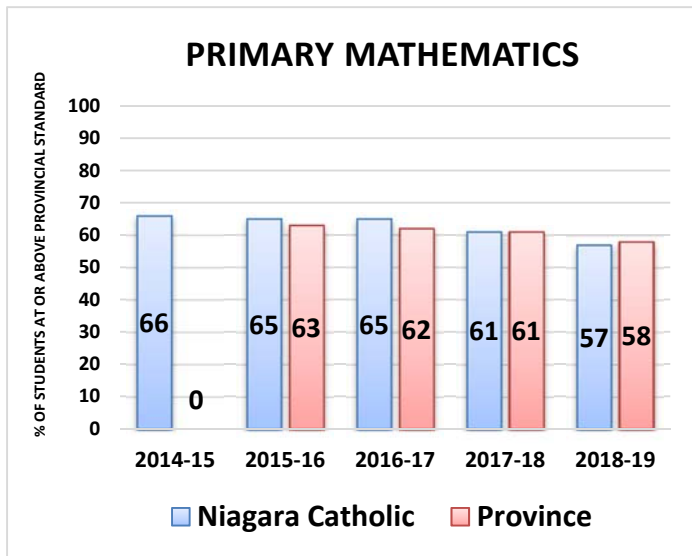
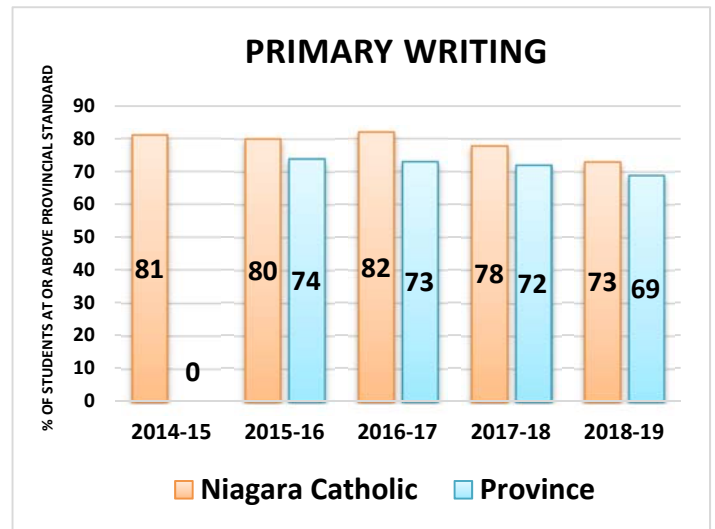
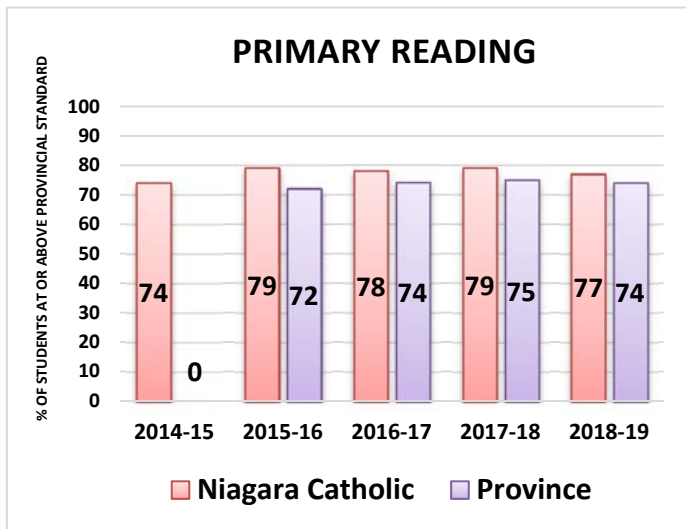
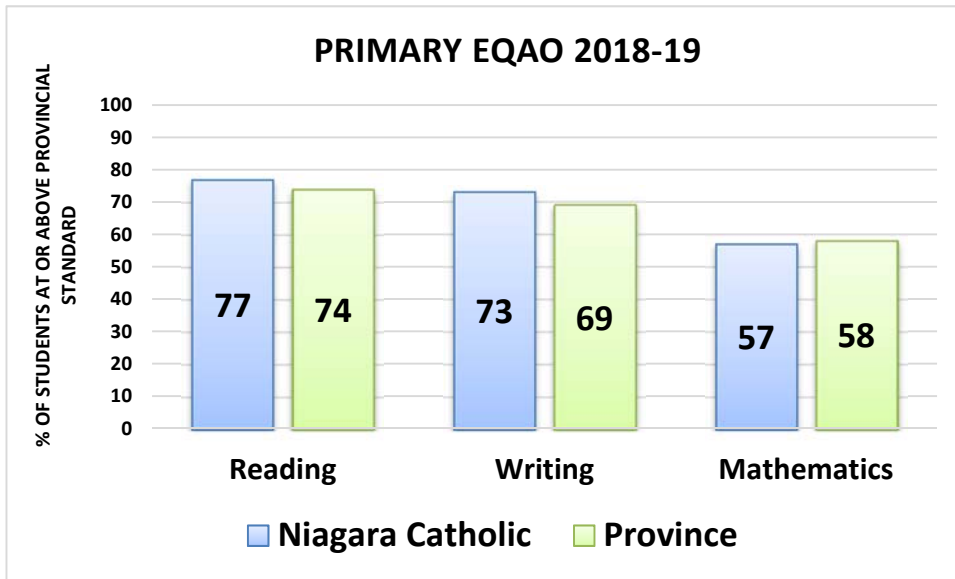
Five Year Trend	Reading (%)	Writing (%)	Mathematics (%)
Niagara Catholic	+3	-8	-9

Results Based on Gender

2018-2019	Reading (%)	Writing (%)	Mathematics (%)
Female Students Niagara Catholic	81	78	57
Male Students Niagara Catholic	72	69	57

Exemption Rates

2018-2019	Reading (%)	Writing (%)	Mathematics (%)
Niagara Catholic	1	1	1
Province	3	2	2



Junior Division (Grades 4 to 6)
Assessments of Reading, Writing and Mathematics

Results for All Students - % of Students at Level 3 or Above

2018-2019	Reading (%)	Writing (%)	Mathematics (%)
Niagara Catholic	83	84	47
Province	81	82	48

2017-2018	Reading (%)	Writing (%)	Mathematics (%)
Niagara Catholic	83	81	47
Province	82	80	49

Five Year Trend - % increase/decrease

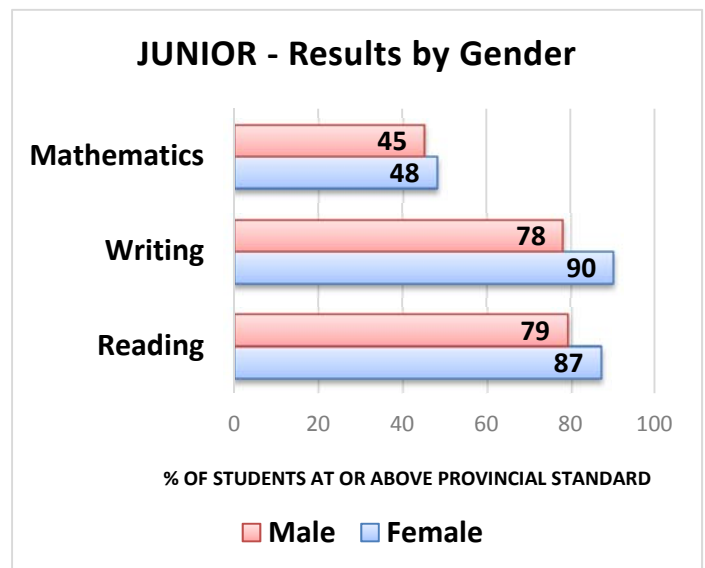
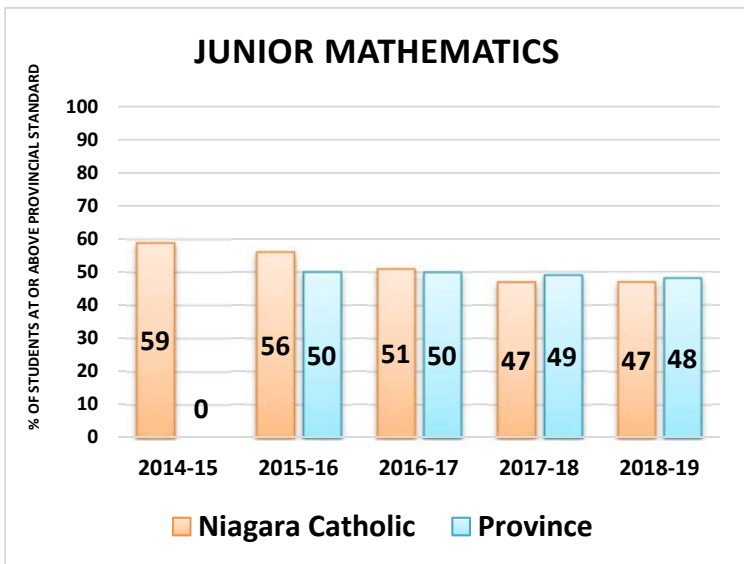
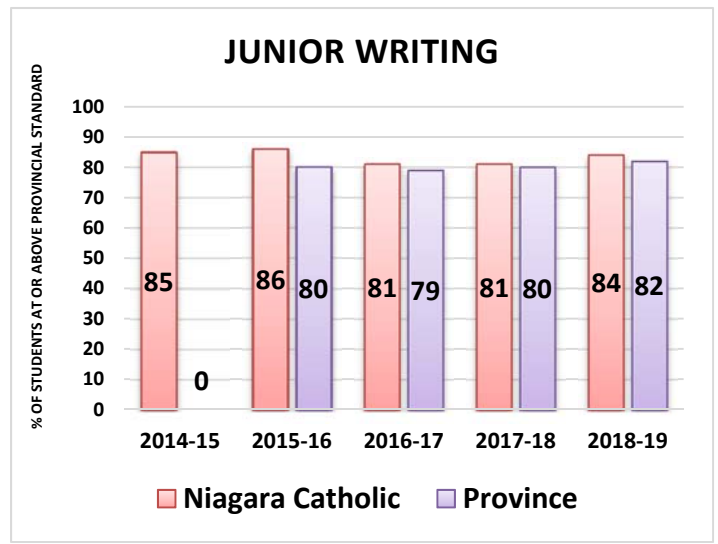
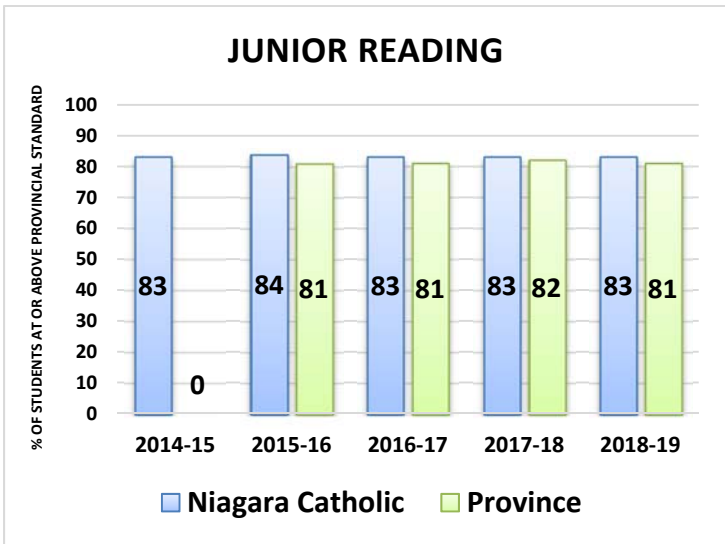
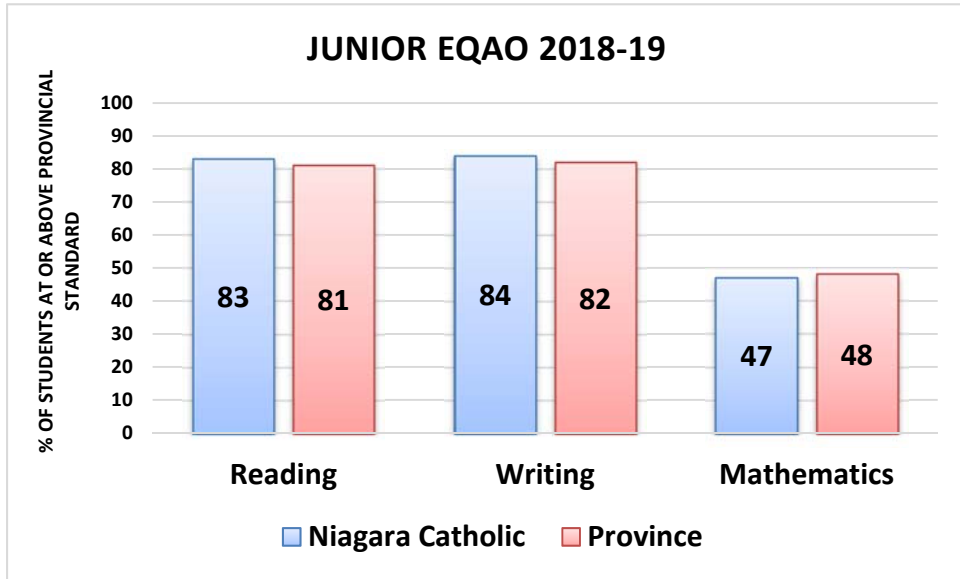
Five Year Trend	Reading (%)	Writing (%)	Mathematics (%)
Niagara Catholic	0	-1	-12

Results Based on Gender

2018-2019	Reading (%)	Writing (%)	Mathematics (%)
Female Students Niagara Catholic	87	90	48
Male Students Niagara Catholic	79	78	45

Exemption Rates

2018-2019	Reading (%)	Writing (%)	Mathematics (%)
Niagara Catholic	1	1	1
Province	2	2	2



Primary Division (Grades 1 to 3)
Assessments of Reading, Writing and Mathematics

Results for All Grade 3 Students at Level 3 or Above

Assessment	Reading (%)			Writing (%)			Mathematics (%)		
	2019	2018	Diff	2019	2018	Diff	2019	2018	Diff
Year	77	79	-2	73	78	-5	57	61	-4
Niagara Catholic	77	79	-2	73	78	-5	57	61	-4
Province	74	75	-1	69	72	-3	58	61	-3
% Difference between Board & Province	+3	+4		+4	+6		-1	0	

Five Year Trend for All Grade 3 Students at Level 3 or Above

Assessment	Reading (%)					Writing (%)					Mathematics (%)				
	(15)	(16)	(17)	(18)	(19)	(15)	(16)	(17)	(18)	(19)	(15)	(16)	(17)	(18)	(19)
Years: 2015-2019	(15)	(16)	(17)	(18)	(19)	(15)	(16)	(17)	(18)	(19)	(15)	(16)	(17)	(18)	(19)
Niagara Catholic	74	79	78	79	77	81	80	82	78	73	66	68	65	61	57
Province	EC	72	74	75	74	EC	74	73	72	69	EC	63	62	61	58
% Difference between Board & Province	N/A	+7	+4	+4	+3	N/A	+6	+9	+6	+4	N/A	+5	+3	0	-1

Gender Results for All Grade 3 Students at Level 3 or Above

Assessment	Reading (%)	Writing (%)	Mathematics (%)
Female	81	78	57
Male	72	69	57
% Difference	9	9	0

*EC - Due to exceptional circumstances in 2015, provincial results are unavailable.

Junior Division (Grades 4 to 6)
Assessments of Reading, Writing and Mathematics

Results for All Grade 6 Students at Level 3 or Above

Assessment	Reading (%)			Writing (%)			Mathematics (%)		
	2019	2018	Diff	2019	2018	Diff	2019	2018	Diff
Year									
Niagara Catholic	83	83	0	84	81	+3	47	47	0
Province	81	82	-1	82	80	+2	48	49	-1
% Difference between Board & Province	+2	+1		+2	+1		-1	-2	

Five Year Trend for All Grade 6 Students at Level 3 or Above

Assessment	Reading (%)					Writing (%)					Mathematics (%)				
	(15)	(16)	(17)	(18)	(19)	(15)	(16)	(17)	(18)	(19)	(15)	(16)	(17)	(18)	(19)
Years: 2015-2019															
Niagara Catholic	83	84	83	83	83	85	86	81	81	84	59	56	51	47	47
Province	EC	81	81	82	81	EC	80	79	80	82	EC	50	50	49	48
% Difference between Board & Province	N/A	+3	+2	+1	+2	N/A	+6	+2	+1	+2	N/A	+6	+1	-2	-1

Gender Results for All Grade 6 Students at Level 3 or Above

Assessment	Reading (%)	Writing (%)	Mathematics (%)
Female	87	90	48
Male	79	78	45
% Difference	8	12	3

*EC - Due to exceptional circumstances in 2015, provincial results are unavailable.

Grade 9 Assessment of Mathematics

Percentage (%) of All Students At or Above the Provincial Standard (Levels 3 and 4)

2018 - 2019	Academic Mathematics	Applied Mathematics
Niagara Catholic	84	42
Province	84	44

2017 - 2018	Academic Mathematics	Applied Mathematics
Niagara Catholic	85	49
Province	84	45

Five Year Trend - % increase/decrease

Five Year Trend	Academic Mathematics	Applied Mathematics
Niagara Catholic	0	-15

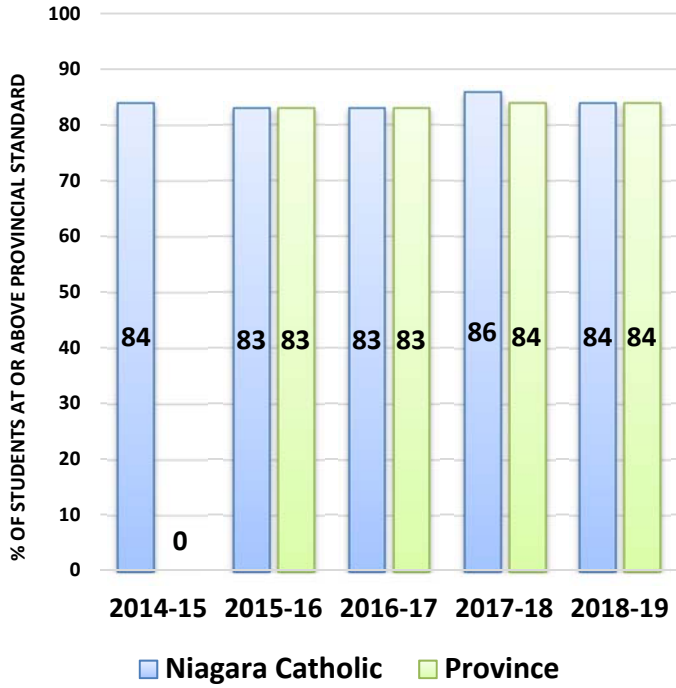
Results Based on Gender

2017 - 2018	Academic Mathematics	Applied Mathematics
Female Students Niagara Catholic	81%	42%
Male Students Niagara Catholic	87%	42%

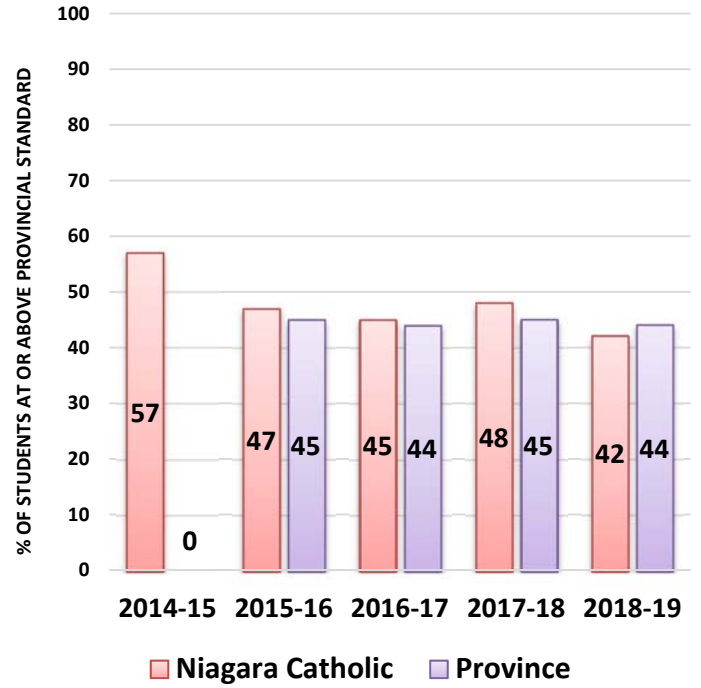
Exemption Rates

No Data (Exemptions/Absences)	Academic Mathematics	Applied Mathematics
Niagara Catholic	<1%	2%

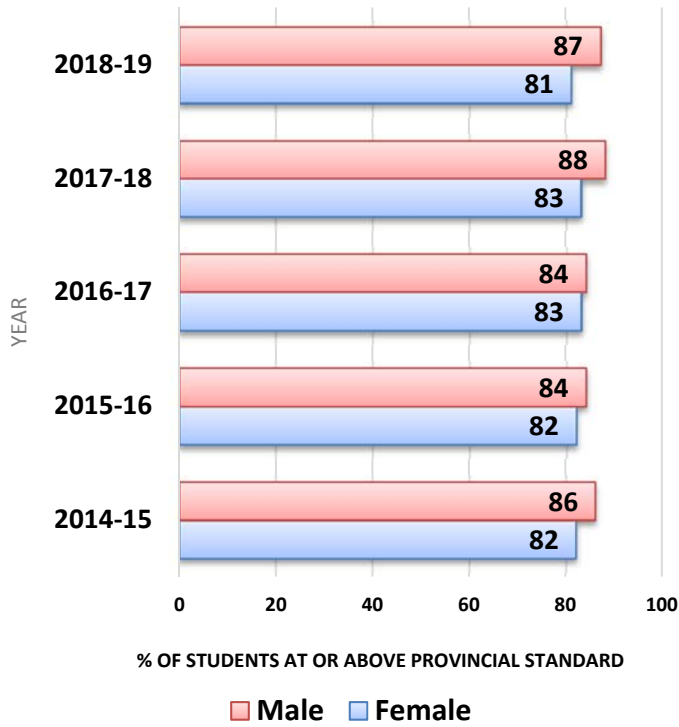
Grade 9 Academic Mathematics



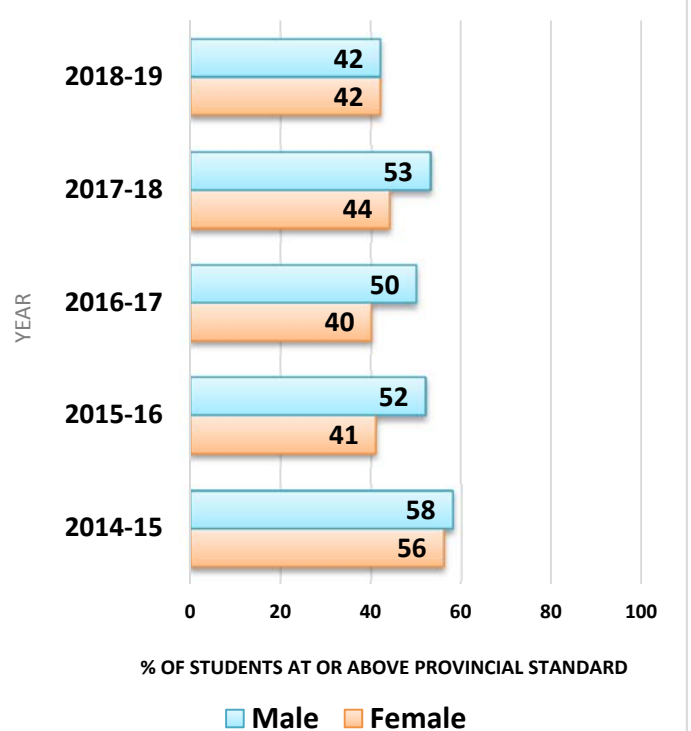
Grade 9 Applied Mathematics



Grade 9 Academic Mathematics - Results by Gender



Grade 9 Applied Mathematics - Results by Gender



Results for All Grade 9 Students at Level 3 or Above

Assessment	Academic Mathematics (%)			Applied Mathematics (%)		
	2019	2018	Difference	2019	2018	Difference
Niagara Catholic	84	85	-1	42	49	-7
Province	84	84	0	44	45	-1
% Difference between Board & Province	0	+1		-2	+4	

Five Year Trend for All Grade 9 Students at Level 3 or Above

Assessment	Academic Mathematics (%)					Applied Mathematics (%)				
	(15)	(16)	(17)	(18)	(19)	(15)	(16)	(17)	(18)	(19)
Niagara Catholic	84	83	83	85	84	57	47	45	49	42
Province	EC	83	83	84	84	EC	45	44	45	44
% Difference between Board & Province	N/A	0	0	+1	0	N/A	+2	+1	+4	-2

Gender Results for Grade 9 Students at Level 3 or Above

Niagara Catholic Students	Academic Mathematics (%)	Applied Mathematics (%)
Female	81	42
Male	87	42
% Difference	6	0

*EC - Due to exceptional circumstances in 2015, provincial results are unavailable.

Ontario Secondary School Literacy Test (OSSLT) Participation Rate and Achievement Results First-Time Eligible (FTE) Students

2018 – 2019	Percentage of Eligible Students Who Participated Fully	Percentage of Fully Participating Students Who Were Successful
Niagara Catholic	89	82
Province	93	80
% Difference between Board & Province	-4	+2

Results Based on Gender

2018 – 2019	Niagara Catholic: Successful (%)	Province: Successful (%)
Female	88	86
Male	76	75

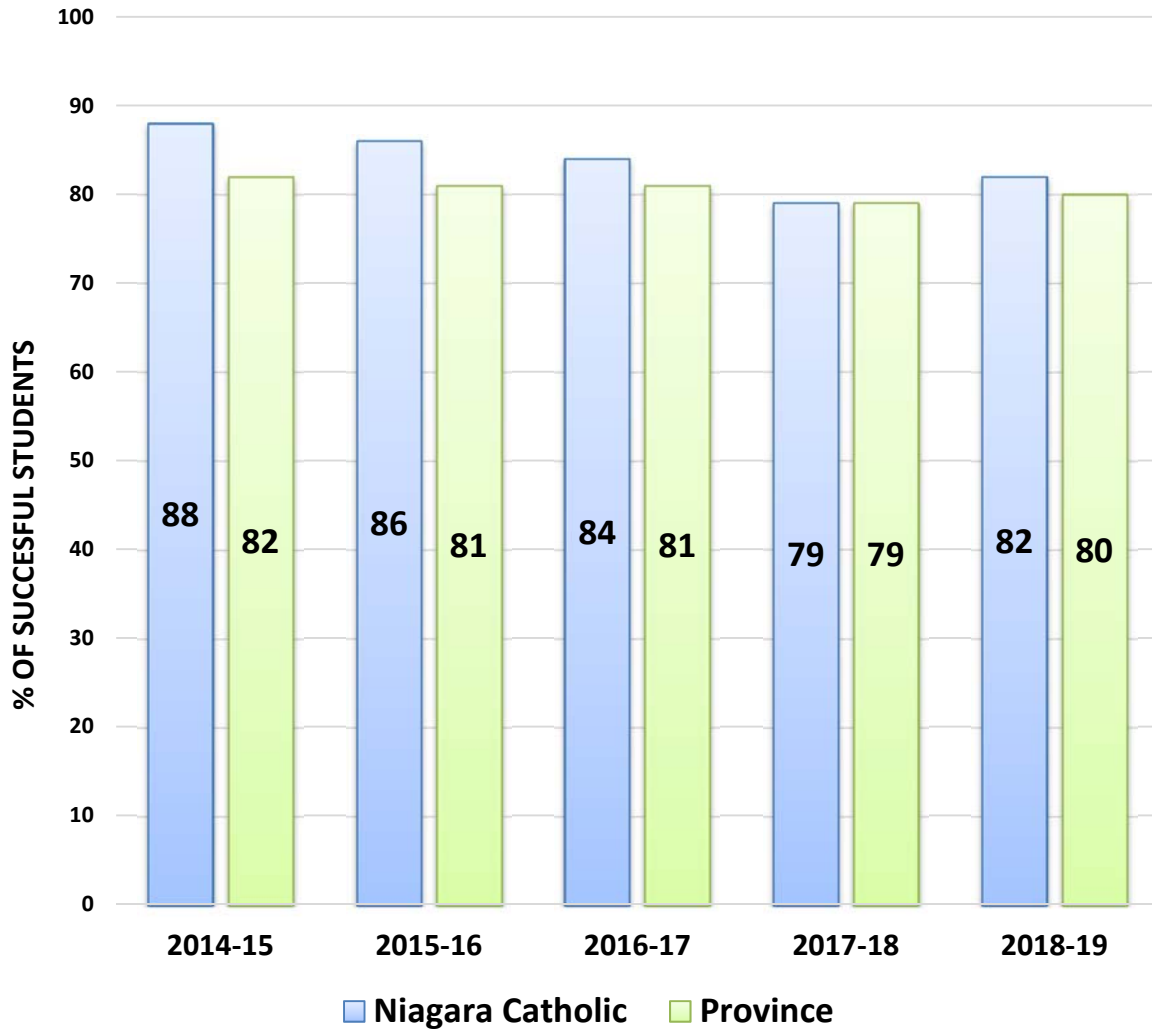
Absent and Deferred

2018-2019	Absent (%)	Deferred (%)
Niagara Catholic	3	8
Province	2	6

Five Year Trend for Fully Participating First-Time Eligible Students

	Percentage of Students Successful					Percentage of Students Not Successful				
	(15)	(16)	(17)	(18)	(19)	(15)	(16)	(17)	(18)	(19)
Years: 2015 – 2019	(15)	(16)	(17)	(18)	(19)	(15)	(16)	(17)	(18)	(19)
Niagara Catholic	88	86	84	79	82	12	14	16	21	18
Province	82	81	81	79	80	18	19	19	21	20
% Difference between Board & Province	+6	+5	+3	0	+2	-6	-5	-3	0	-2

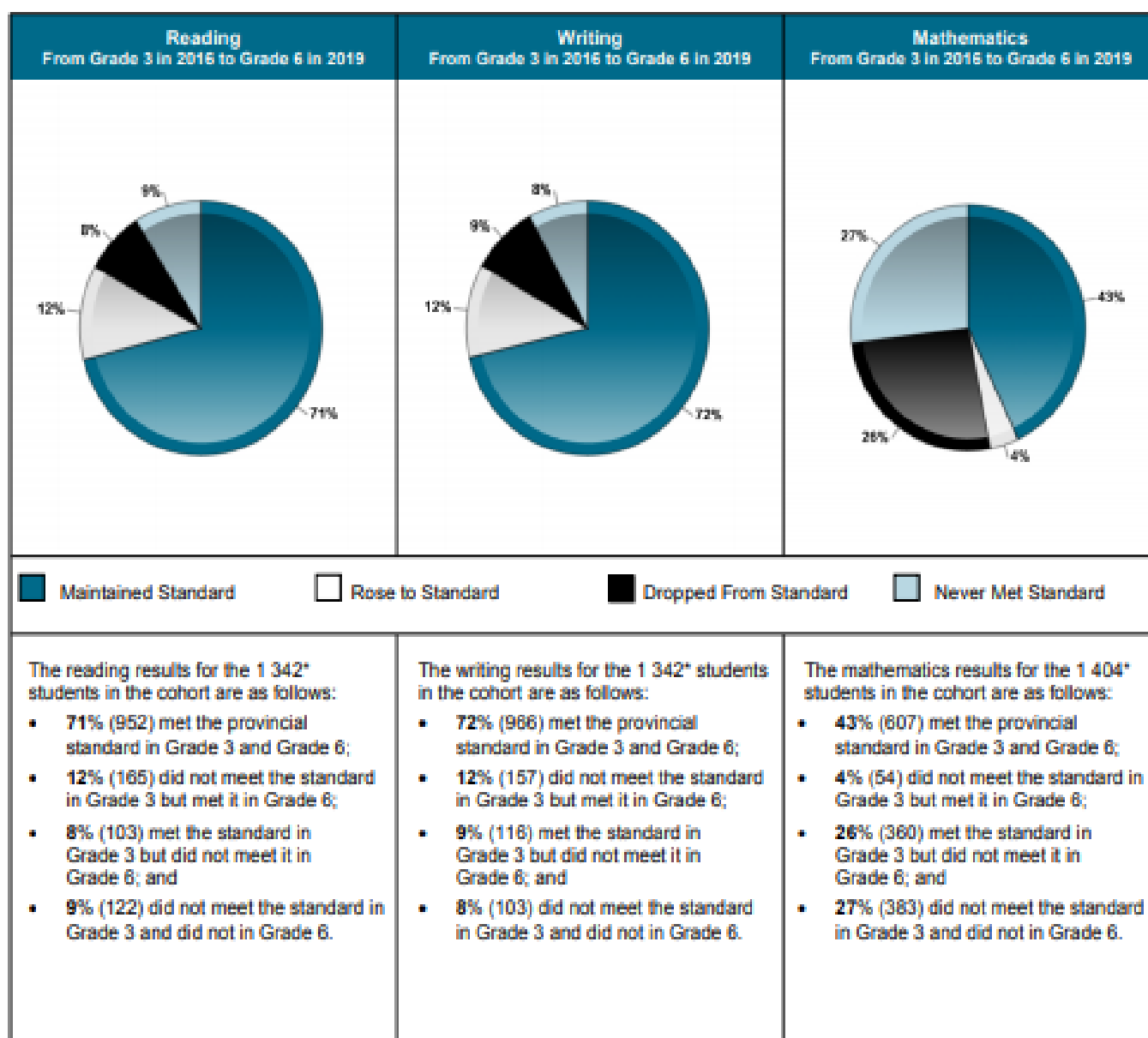
OSSLT - Results for Fully Participating First-Time Eligible Students



Tracking Student Achievement in Relation to the Provincial Standard Primary (Grade 3) to Junior Division (Grade 6), 2015–2016 to 2018–2019

School Board: Niagara Catholic DSB (67156)

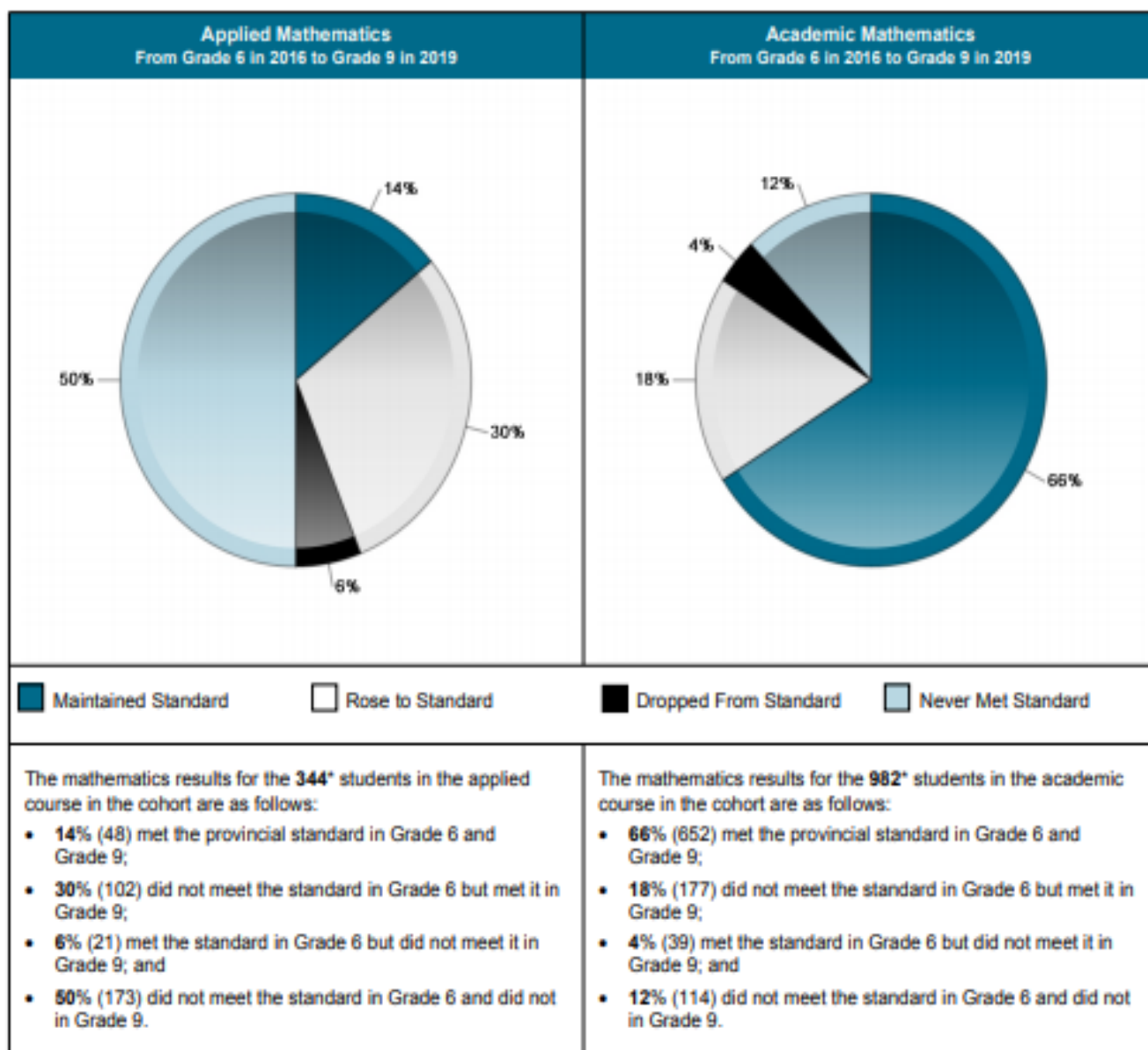
EQAO tracked the progress of students who wrote the primary-division assessment in 2016, when they were in Grade 3, and the junior-division assessment in 2019, when they were in Grade 6. There were 1 456 students at the time of the 2019 junior-division assessment. The pie charts below show how students performed on the 2019 assessments compared to their assessment results in 2016. The percentages are based on all tracked students in the cohort, including those who participated, those who were exempted and those who provided no work to be scored.



* Includes only students with validated data. Percentages may not add up to 100, due to rounding.

School Board: Niagara Catholic DSB (67156)

EQAO tracked the progress of students who wrote the junior-division assessment in 2016, when they were in Grade 6, and the mathematics assessment in 2019, when they were in Grade 9. There were **389** students enrolled in the Grade 9 applied course and **1 065** students enrolled in the Grade 9 academic course at the time of the 2019 assessment. The pie charts below show how students in the applied and academic mathematics courses performed on the 2019 assessments compared to their assessment results in 2016. The percentages are based on all tracked students in the cohort, including those who participated, those who were exempted and those who provided no work to be scored.

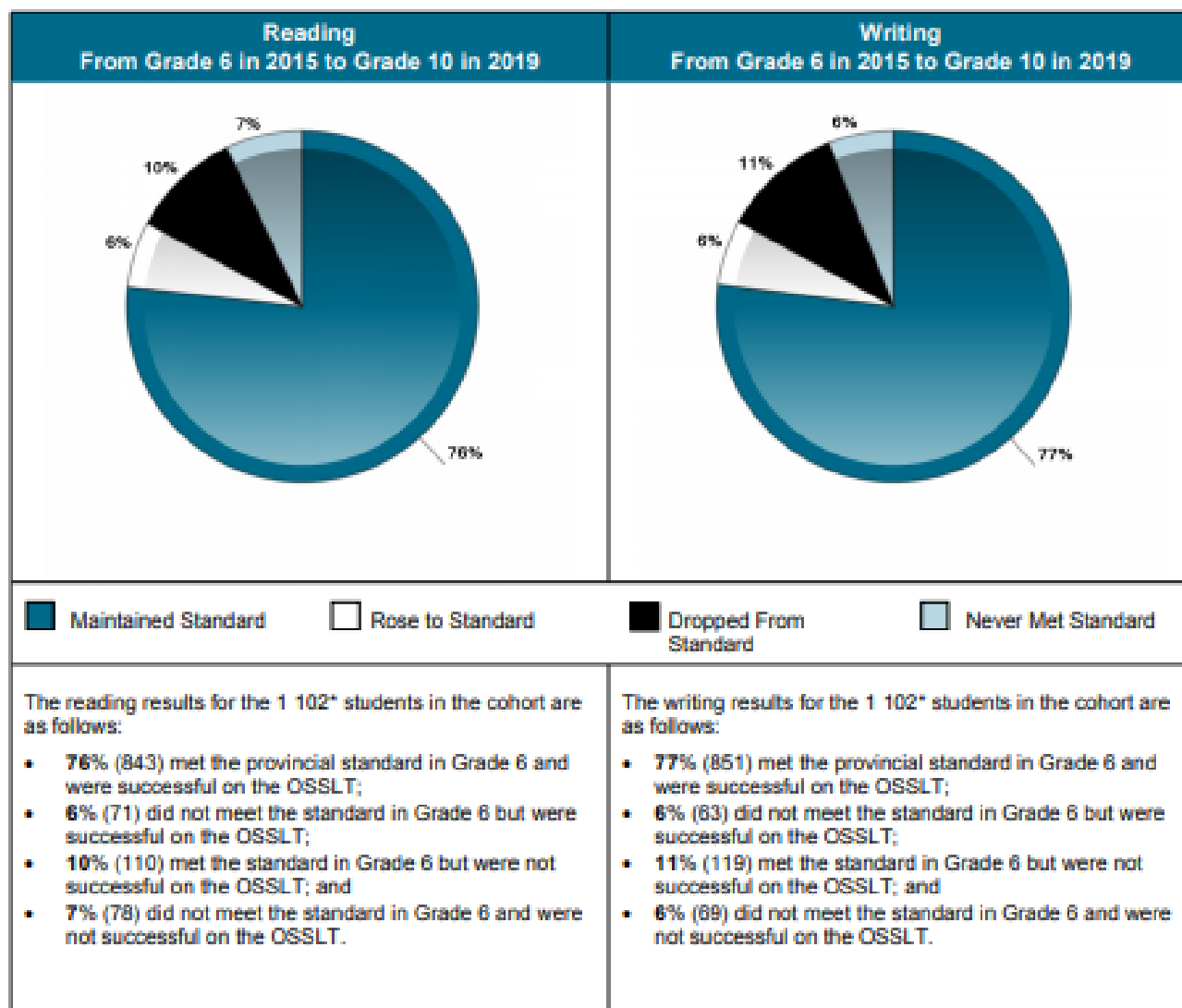


* Includes only students with validated data. Percentages may not add up to 100, due to rounding.

Tracking Student Achievement in Relation to the Provincial Standard Junior Division (Grade 6) in 2014–2015 to OSSLT (Fully Participating) in 2018–2019

School Board: Niagara Catholic DSB (67156)

EQAO tracked the progress of students who wrote the junior-division assessment in 2015, when they were in Grade 6, and the OSSLT in 2019, when they were in Grade 10. The pie charts below show how students performed on the 2019 test compared to their Grade 6 assessment results in 2015. The percentages are based on the number of tracked students in the cohort who participated in the OSSLT and for whom EQAO has Grade 6 results (including those who participated, those who were exempted and those who provided no work to be scored in Grade 6).



* Includes only students with validated data. Percentages may not add up to 100, due to rounding.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
OCTOBER 8, 2019**

PUBLIC SESSION

**TITLE: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD LEVEL
GRADUATION RATES FOR THE 2013-2014 GRADE 9
COHORT – AUGUST 31, 2018**

The Niagara Catholic District School Board Level Graduation Rates for the 2013-2014 Grade 9 Cohort – August 31, 2018 is presented for information.

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education
Christine Battagli, Consultant-Research, Assessment, Evaluation and Reporting

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

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

Date: October 8, 2019



REPORT TO THE COMMITTEE OF THE WHOLE MEETING OCTOBER 8, 2019

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD LEVEL GRADUATION RATES 2013-2014 GRADE 9 COHORT – AUGUST 31, 2018

BACKGROUND INFORMATION

The Niagara Catholic District School Board is pleased to announce that the graduation rates for the Grade 9 cohort is second (2nd) 91.4 per cent for the four-year cohort and fourth (4th) 93.0 per cent for the five-year graduation rate among Ontario English school boards as of August 31, 2018.

The Niagara Catholic District School Board and staff continue to support students from Kindergarten to Graduation (K to Grade 12) to become Niagara Catholic graduates, fulfilling the Ontario Catholic School Graduate Expectations, and the Mission, Vision and Values of the Niagara Catholic District School Board.

In order to obtain an Ontario Secondary School Diploma, Niagara Catholic students must earn a minimum of thirty (30) credits, including eighteen (18) compulsory credits, four (4) religious education credits, and eight (8) optional credits; meet the provincial secondary school literacy requirement; and complete a minimum of 40 hours of Christian Community Service.

The Niagara Catholic District School Board continues to provide opportunities for students in order to achieve graduation requirements and student success.

- Principals, teachers, guidance staff and Student Success Teams work together to provide additional and individualized supports and programs for students;
- Specialist High Skills Majors (SHSM) programs provide students with opportunities to focus on a specific sector, while earning credits; approximately 1100 students are registered in 14 sectors;
- Dual Credits/Connecting to College courses: students earn credits towards an OSSD and college/apprenticeship certification: 98.6% success rate, all programs 89.8% success rate.
- Cooperative Education: students participate in a combination of classroom and workplace learning experiences earning credits, with no limit on optional co-op credits;
- Continuing Education courses: students earn credits part or full-time to fulfill their OSSD requirements;
- Niagara Launch Centre, provides technology-based programs and experiential learning experiences for credits;
- The Pope Francis Alternative Learning Centre provides students in Grades 7 to 12 academic and other supports as required;
- The Saint Kateri Tekakwitha Centre provides elementary and secondary programs designed for Indigenous students along with partnerships with their local communities;
- Supervised Alternative Learning Plans (SALPs) support students with a plan for success;
- Child and Youth in Care programs provide extra support through partnerships with the community; and,
- Transition programming supports students with educational planning grade-to-grade and school-to-school, career life planning, and Pathways.

GRADUATION RATES ACROSS THE PROVINCE

The four-year and five-year graduation rates are calculated as the percentage of students who receive an Ontario Secondary School Diploma (OSSD) within the four or five years of starting secondary school in Grade 9.

2018 Graduation Rates Across the Province	Four-Year Graduation Rate	Five-Year Graduation Rate
Provincial Graduation Rate	81.2%	87.1%
Algoma DSB	70.7%	78.1%
Algonquin and Lakeshore CDSB	87.3%	91.5%
Avon Maitland DSB	71.8%	83.9%
Bluewater DSB	67.4%	81.5%
Brant Haldimand Norfolk CDSB	82.8%	86.7%
Bruce-Grey CDSB	83.6%	89.5%
CDSB of Eastern Ontario	89.1%	92.2%
Conseil des écoles publiques de l'Est de l'Ontario	87.4%	91.3%
Conseil scolaire catholique MonAvenir	88.2%	91.6%
Conseil scolaire catholique Providence	93.3%	95.9%
Conseil scolaire public du Grand Nord de l'Ontario	83.8%	86.0%
CS Viamonde	89.1%	92.5%
CSD du Nord-Est de l'Ontario	82.5%	85.0%
CSDC de l'Est ontarien	92.7%	93.9%
CSDC des Aurores boréales	90.0%	97.5%
CSDC des Grandes Rivières	87.7%	90.8%
CSDC du Centre-Est de l'Ontario	93.3%	95.2%
CSDC du Nouvel-Ontario	91.3%	93.0%
CSDC Franco-Nord	92.1%	94.6%
DSB of Niagara	81.7%	86.0%
DSB Ontario North East	53.4%	70.5%
Dufferin-Peel CDSB	89.3%	92.7%
Durham CDSB	88.2%	91.8%
Durham DSB	81.5%	88.0%
Grand Erie DSB	63.7%	74.3%
Greater Essex County DSB	79.2%	85.5%
Halton CDSB	89.4%	92.9%
Halton DSB	85.7%	92.0%
Hamilton-Wentworth CDSB	81.4%	87.1%
Hamilton-Wentworth DSB	72.2%	79.7%
Hastings & Prince Edward DSB	68.8%	75.0%
Huron Perth CDSB	91.1%	95.1%
Huron-Superior CDSB	80.7%	84.3%
Kawartha Pine Ridge DSB	77.9%	84.3%
Keewatin-Patricia DSB	71.5%	76.1%
Kenora CDSB	78.9%	80.7%

Lakehead DSB	69.1%	75.5%
Lambton Kent DSB	71.5%	79.6%
Limestone DSB	80.8%	85.5%
London District Catholic School Board	85.9%	90.4%
Near North DSB	71.9%	79.9%
Niagara CDSB	91.4%	93.0%
Nipissing-Parry Sound CDSB	80.2%	84.0%
Northeastern CDSB	63.2%	75.9%
Northwest CDSB	NA	NA
Ottawa CDSB	87.9%	89.7%
Ottawa-Carleton DSB	84.0%	88.3%
Peel DSB	84.7%	89.2%
Peterborough Victoria Northumberland CDSB	89.5%	92.4%
Rainbow DSB	67.6%	76.4%
Rainy River DSB	74.0%	78.3%
Renfrew County CDSB	66.5%	79.3%
Renfrew County DSB	76.6%	85.1%
Simcoe County DSB	76.7%	82.1%
Simcoe Muskoka CDSB	83.6%	88.2%
St Clair CDSB	80.0%	89.5%
Sudbury CDSB	73.8%	80.8%
Superior North CDSB	NA	NA
Superior-Greenstone DSB	59.7%	70.9%
Thames Valley DSB	67.8%	79.1%
Thunder Bay CDSB	79.3%	85.2%
Toronto CDSB	84.6%	88.8%
Toronto DSB	75.6%	83.7%
Trillium Lakelands DSB	75.2%	81.6%
Upper Canada DSB	78.5%	84.6%
Upper Grand DSB	76.2%	85.3%
Waterloo CDSB	79.5%	85.8%
Waterloo Region DSB	72.4%	84.7%
Wellington CDSB	85.0%	90.9%
Windsor-Essex CDSB	86.6%	90.5%
York CDSB	94.7%	96.5%
York Region DSB	89.0%	93.1%

A visual presentation on the four-year and five-year graduation rates will be presented as part of this report.

The Niagara Catholic District School Board Level Graduation Rates for the
2013-2014 Grade 9 Cohort – August 2018 is presented for information.

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education
Presented by: Lee Ann Forsyth-Sells, Superintendent of Education
Approved by: John Crocco, Director of Education/Secretary-Treasurer
Date: October 8, 2019

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
OCTOBER 8, 2019**

PUBLIC SESSION

**TITLE: ACCOUNTABILITY FINANCIAL REPORT 2019-2020 – AS OF
SEPTEMBER 30, 2019**

The Accountability Financial Report 2019-2020 – as of September 30, 2019 is presented
for information.

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: October 8, 2019



**REPORT TO THE COMMITTEE OF THE WHOLE
OCTOBER 8, 2019**

**ACCOUNTABILITY FINANCIAL REPORT 2019-2020 – AS OF
SEPTEMBER 30, 2019**

BACKGROUND INFORMATION

Operational Update

The 2019-2020 preliminary enrolment estimates indicate an increase of approximate one-hundred and twenty-six students in elementary and fifty students at secondary above original estimates submitted to the Ministry of Education on June 30, 2018. However, year-to-year comparison of enrolment indicate only a slight decline of approximately one hundred and seventy students for the start of the school year versus the 2018-2019 fiscal year.

Class size aggregates are in compliance with the Ministry of Education regulations and we have completed the review of elementary early years kindergarten classes. The process of adequate class size configurations and class size caps for ELKP and Grade1 to Grade 3 has been completed in the month of September.

**Please note that the enrolment numbers, class size aggregates and staffing charts provided below are initial estimates and may change for revised estimates.*

Elementary Enrolment Estimates - Draft

	2018-2019	Original 2019-2020	2019-2020 Revised	Change Revised- Original	Class Size Aggregate
JK-SK	2,603	2,409	2,600	191	23.23
Grade1-Grade3	4,198	4,158	4,172	14	19.15
Grade4-Grade8	7,581	7,476	7,397	(79)	24.01
Total Elementary	14,382	14,043	14,213	126	

Elementary School Staffing - Draft

	2018-2019	Original 2019-2020	2019-2020 Revised	Change Revised- Original
Total Teachers	846.0	817.0	826.0	9.0
Education Assistants	232.0	235.0	241.0	6.0
Early Childhood Educator	103.0	93.0	93.0	0.0

The additional investment in human personnel to continue to meet the needs of students in our schools has resulted in an additional 15.0 FTE and a financial commitment of approximately \$1.2M.

Secondary Enrolment Estimates - Draft

	2018-2019	Original 2019-2020	2019-2020 Revised	Change Revised- Original	Class Size Aggregate
Secondary	6,478	6,400	6,450	50	23:1

Secondary School Staffing - Draft

	2018-2019	Original 2019-2020	2019-2020 Revised	Change Revised-Original
Total Teachers	436.0	409.0	412.0	3.0
Education Assistants	58.0	58.0	58.0	0.0

Initial Staff Changes

The additional enrolment above original estimates has resulted in the deployment of approximately nine (9) teachers before the start of the 2019-2020 school year. In addition, the Superintendent of Student Support Services is responding to current needs in the classroom and has deployed approximately five (5) educational assistants for the start of the new school year.

Ministry Update

Class Size Regulation

The class size regulation has been updated to reflect the new class size requirements for the 2019-2020 school year. This includes a regulated class size average of 24.5, for Grades 4 to 8, for all school boards. Grades 9 to 12 class size requirements have also been updated to reflect a board-wide average of 22 plus attrition.

Calculation of Maximum In-Year Deficit Regulation

A new regulation has been created to specify the in-year deficit that school boards are authorized to have in the 2018-2019 fiscal year and the conditions that school boards must meet to be authorized to have in-year deficit in 2019-2020 and subsequent fiscal years. School boards will keep the flexibility to incur an

in-year deficit, but a new requirement has been added for 2019-2020 and subsequent years requiring school boards to submit an in-year deficit elimination plan showing how the deficit will be eliminated within two years.

Fees for Central Bargaining Regulation

The fees for Central Bargaining regulation provides the framework for the support of labour relations activities for the trustees' associations by authorizing the flow of funds from school boards to trustees' associations through the annual GSN process.

The Accountability Financial Report 2019-2020 – As of September 30, 2019 report is presented for information.

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: October 8, 2019

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
OCTOBER 8, 2019**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
SPOTLIGHT ON NIAGARA CATHOLIC – SEPTEMBER 24, 2019**



September 24, 2019

Chapel at Consolidated Schools in Thorold to be Named for St. Charles

Trustees have approved the new names for the chapel and library information centre at the new consolidated school. The chapel will be named the St. Charles Chapel, and the Library Information Centre will be named the Monsignor Clancy Library Information Centre.

The new names are in compliance with Niagara Catholic's Naming of a Board Facility, Designated Area or Chapel Policy 100.15.

Kids Helping Kids



For 21 years, students across Niagara Catholic have been supporting the Niagara Children's Centre through the Board's annual Kids Helping Kids campaign, which takes place in February.

During the September Committee of the Whole Meeting, Niagara Catholic presented Marla Smith, the Niagara Children's Centre's Director of Development, with a cheque for \$16,161.79. Shown in the photo with Ms. Smith is Matthew Sacco, Niagara Children's Centre Ambassador, and a Grade 6 student at St. Denis Catholic Elementary School, Superintendent of Education Pat Rocca, Chair of the Board Frank Fera and Director of Education John Crocco.

Year-End Achievement Report

During the September Committee of the Whole Meeting, Senior Staff presented the Niagara Catholic System Priorities 2018-2019 Year-End Achievement Report to trustees. The report outlines the successes of the 2018-2019 school year, and is available [here](#).

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
COMMITTEE OF THE WHOLE
OCTOBER 8, 2019**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
CALENDAR OF EVENTS – OCTOBER 2019**

OCTOBER 2019



Sun	Mon	Tue	Wed	Thu	Fri	Sat
Holy Childhood Walks throughout October		1	2 SEAC Meeting	3	4	5
6	7	8 SAL Meeting CW Meeting	9	10	11 Elementary and Secondary PA Day	12
13	14 Thanksgiving Day	15	16	17	18	19
20	21	22 Policy Committee Meeting Board Meeting	23	24	25	26
27 Annual Pilgrimage	28	29	30	31 Halloween		

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
OCTOBER 8, 2019**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
KNIGHTS OF COLUMBUS BISHOP'S CHARITIES DINNER –
OCTOBER 19, 2019**



THE KNIGHTS OF COLUMBUS



INVITE YOU TO ATTEND THE

Bishop's Charities Dinner

at

Club Roma

125 Vansickle Rd., St. Catharines

Saturday October 19, 2019

Tickets-\$50

Cheques payable to Knights Bishop's Charity Association

Reception 6 p.m., Dinner 7:30 p.m.

Dance to the music of

PRECISE SOUND DJ ENTERTAINMENT

DOOR PRIZES

For ticket information

Bill Amodeo at 289-456-7888

Albert Craig at 905-988-1222

Chuck Johnston at 905-646-5099

Martin Marko at 905-401-5646

**Proceeds to support
Diocesan Catholic Charities**



Most Reverend Gerard Bergie

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
OCTOBER 8, 2019**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
OCSTA MEMORANDUM - 2020 OCSTA TRUSTEE AWARD OF
MERIT**



Ontario Catholic School
Trustees' Association

Box 2064, Suite 1804
20 Eglinton Avenue West
Toronto, Ontario M4R 1K8
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ocsta@ocsta.on.ca www.ocsta.on.ca

Beverley Eckensweiler, *President*
Michelle Griepsma, *Vice President*
Nick Milanetti, *Executive Director*

October 2, 2019

TO: Trustees and Directors of Education
- All Catholic District School Boards

CC: Board Secretaries and Administrative Assistants
- All Catholic District School Boards

FROM: Margaret Binns, Director of Administrative Services

RE: **2020 OCSTA Trustee Award of Merit**

Boards or individual trustee members are encouraged to submit nominations for the 2020 OCSTA Trustee Award of Merit. This award recognizes current and former Catholic trustees who have rendered exceptional service to Catholic education over the years.

The recipient(s) of the Trustee Award of Merit will be honoured during the Annual Dinner on Friday, May 1, as part of the 2020 AGM & Conference.

Please see the attached guidelines and nomination form, as well as a list of past recipients of this award.

**The deadline for receipt
of nominations in the OCSTA office is
12:00 p.m. EST, Friday, January 17, 2020.**

OCSTA Trustee Award of Merit: Guidelines

NOMINATION ELIGIBILITY

- Only current and former Ontario Catholic school trustees are eligible to receive this award.
- Nominations may be made by OCSTA member boards or individual trustees.
- A trustee may nominate another current or former trustee who is not from his or her own board.
- Current members of the OCSTA Board of Directors are not eligible to receive this award.

EVALUATION CRITERIA

This award is given to current and former trustees who have demonstrated one or more of the following three criteria, given a weighted value in points totalling 100:

- The nominee has made a significant contribution to the Catholic education community while serving as a Catholic trustee. (50 points)
- The nominee has strong Catholic leadership qualities and gives witness to their faith commitment. (30 points)
- The nominee has served as a Catholic trustee for a significant period of time. Although this award is not a reward for long-term service, length of service will be taken into account. (20 points)

PROCESS

- Up to three awards may be presented in any given year.
- All nominations will be reviewed, and the winner of the Award announced, at the February Board of Directors' meeting.
- For information purposes, a list of past winners will be provided to the OCSTA Board of Directors (included in this package).
- The presentation of the Award will take place at OCSTA's Annual General Meeting & Conference.
- OCSTA will reimburse each award recipient, plus one guest, for reasonable combined travel expenses up to \$1,000 and one hotel night to attend the Awards Ceremony and Annual Dinner at the Annual General Meeting & Conference. In lieu of travel, an option for videoconferencing or taped message may be provided.

NOMINATION FORMAT

- Nominations must be preceded by the Nomination Cover Sheet and submitted using the three sheets following it, each headed by one of the criteria (please see below).
- The response in support of the nominee for each of the three criteria must **not** exceed one 8.5 x 11 double-spaced page or 400 words. Only information within the prescribed length will be considered.
- Within the prescribed length, please provide sufficient information about the nominee to permit the Board of Directors to make an informed choice.
- Submissions must be clearly legible.

SUBMISSION METHOD AND DEADLINE

- Nominations may be submitted by email to Marie Palombi at mpalombi@ocsta.on.ca, or by mail, courier, or fax (416-932-9459).
- The deadline for the receipt of nominations in the provincial office is **12:00 p.m. EST, Friday, January 17, 2020**. The deadline is firm and will not be extended.

“To their Catholic school trustees, families entrust hundreds of thousands of human lives with the capability, the possibility, and finally the promise of achieving human greatness. It is these small, fragile and ultimately marvellous lives that you as a trustee are called to serve.”

BECOMING A CATHOLIC SCHOOL TRUSTEE (OCSTA PUBLICATION)

Nomination Cover Sheet

OCSTA Trustee Award of Merit

Name of Nominee: _____

Nominated by: _____

Board: _____

Contact Person: _____

Telephone #: _____

Email: _____

Please provide details of the nominee's contributions to the Catholic education community that, in your opinion, exceed the community's expectations of a Catholic trustee. (50 points)

Please provide details of how this nominee's strong Catholic leadership qualities exemplify his/her faith commitment. (30 points)

The term of service will be taken into consideration. How long has the nominee served as a trustee? What positions has he/she held? (20 points)



Ontario Catholic School
Trustees' Association

OCSTA Award of Merit Recipients Since 1974 to Present

YEAR	RECIPIENT
2019	Vikki Dupuis , Trustee, Wellington CDSB Anne-Marie Fitzgerald , Northwest CDSB
2018	John Curry , Trustee, Ottawa CSB
2017	Andy Bray , Vice Chair, Renfrew County CSB
2016	Norm Bethune , Vice Chair, Bruce-Grey CDSB
2015	Wilf Garrah , Former Trustee, Algonquin & Lakeshore CDSB
2014	John Gris� , Former Trustee, Simcoe-Muskoka CDSB
2013	Gerald Beerkens , Huron-Superior CDSB Betty-Ann Kealey , Ottawa CSB
2012	Mike Favreau , Kenora CDSB
2011	Bernard Murray , Huron-Perth CDSB
2010	Ronald Eamer , CDSB of Eastern Ontario Alice Anne LeMay , Halton CDSB
2009	Kathy Ablett , Ottawa CSB
2008	Ron Marcy , Huron-Perth CDSB Ken Adamson , Dufferin-Peel CDSB Donald Clune , Toronto CDSB
2007	Louise Ervin , Waterloo CDSB
2006	Joe Corey , Durham CDSB Barbara McCool , Nipissing Parry Sound CDSB Ed McMahon , Toronto CDSB
2005	Philip Colosimo , Thunder Bay CDSB Regis O'Connor , Huron Superior CDSB Ed Viana , Halton CDSB
2004	Patrick Daly , Hamilton-Wentworth CDSB
2003	Dave McCann , Kenora CDSB
2002	Donald Sunstrum , Huron-Superior CDSB
2001	Patrick Meany , Dufferin-Peel CDSB

2000	A. J. M. (Art) Lamarche , Ottawa-Carleton CDSB
1999	Robert Hubbard , St. Clair CDSB Joseph Kraemer , London DSCB
1998	Jacqueline Legendre-McGuinty , Ottawa-Carleton RCSS Board Tina Rotondi-Molinari , York Region County RCSS Board Donald Schrenk , Halton County RCSS Board
1997	Mary Hendriks , Lincoln County RCSS Board Rev. Tom Day , Metropolitan Separate School Board
1996	Monsignor Edward Boehler , Metropolitan Separate School Board Michael Kelly , Ottawa RCSS Board Ray Voll , Waterloo Region RCSS Board
1995	Fr. Carl J. Matthews , Metropolitan Separate School Board John Shrader , London & Middlesex County RCSS Board
1994	James V. Sherlock , Halton County RCSS Board Mary O. O'Connor , Kirkland Lake-Timiskaming District RCSS Board Roberta B. Anderson , Ottawa RCSS Board
1993	Jim Carpenter , London & Middlesex County RCSS Board Robert Flanagan , Welland County RCSS Board Paul Duggan , Metropolitan Separate School Board
1992	Dr. Angelo Albanese , Welland County RCSS Board Robert O'Brien , Halton County RCSS Board Charles (Chuck) Yates , Waterloo Region RCSS Board
1991	Joseph H. Duffey , Frontenac-Lennox & Addington County RCSS Board Bertram R. Garrett , Frontenac-Lennox & Addington County RCSS Board William J. Hillyer , Bruce-Grey County RCSS Board
1990	Robert Hall , Dufferin-Peel County RCSS Board Lillian O'Connor , Hastings-Prince Edward County RCSS Board Ferbie St. Cyr , Kirkland Lake & Timiskaming District RCSS Board
1989	Martha Joyce , London-Middlesex County RCSS Board Angus MacLellan , Dryden District RCSS Board
1988	Kathleen Nolan , Hamilton-Wentworth County RCSS Board Cecil Poirier , Kenora District RCSS Board William Winters , Renfrew County RCSS Board
1987	Gerry Meehan , Dufferin-Peel RCSS Board

1986	<p>Rev. Raymond Durocher, O.M.I., Metropolitan Separate School Board Frank Furlong, Waterloo Region RCSS Board John Hourigan, Wellington County RCSS Board James Jordan, Lanark, Leeds & Grenville County RCSS Board Dr. N. A. Mancini, Hamilton-Wentworth County RCSS Board B. E. Nelligan, Metropolitan Separate School Board Pat Whelan, Lincoln County RCSS Board</p>
1985	<p>Betty Biss, Dufferin-Peel RCSS Board Rev. Patrick H. Fogarty, Metropolitan Separate School Board T. T. Joyce, York Region County RCSS Board Phil McAllister, Metropolitan Separate School Board Chris Asseff, Lakehead District RCSS Board</p>
1984	<p>Gerald E. Dwyer, Windsor-Essex County RCSS Board Frank E. Shine, Durham Region RCSS Board Archbishop J.L. Wilhelm, Frontenac-Lennox & Addington County RCSS Board Archbishop Philip F. Pocock, Metropolitan Separate School Board</p>
1983	<p>Lorne Charbonneau, Kirkland Lake & Timiskaming District RCSS Board A.F. (Al) Dunn, Elgin County RCSS Board C.F. Gilhooly, Ottawa RCSS Board Carl Mundy, Lambton County RCSS Board</p>
1982	<p>Sr. Emeline Forbes, Windsor-Essex County RCSS Board Rev. Ken A. Burns, Welland County RCSS Board Mary Cowley, Lambton County RCSS Board Joseph Hugel, Dufferin-Peel RCSS Board Monsignor Percy Johnson, Metropolitan Separate School Board Rev. Cornelius Siegfried, Waterloo Region RCSS Board Les Silaj, North Shore District RCSS Board</p>
1981	<p>Aime Arvisais, Ottawa RCSS Board John Trepanier, Brant, Haldimand & Norfolk County RCSS Board Janis Bunkis, North of Superior District RCSS Board Rev. L.P. Casartelli, Hastings-Prince Edward County RCSS Board Dr. Joseph W. Fyfe, Sudbury District RCSS Board Albert (Al) Klein, Q.C., Nipissing District RCSS Board</p>
1980	<p>Almon Doolan, Frontenac-Lennox & Addington County RCSS Board John Pearson, Lincoln County RCSS Board Alexander Kuska, Welland County RCSS Board</p>
1979	<p>Rev. Blake Ryan, Wellington County RCSS Board</p>

	<p>Nicholas Marino, Lincoln County RCSS Board Rita Desjardins, Ottawa RCSS Board A.C. Thompson, Dufferin-Peel RCSS Board Rosario Paquet, Nipissing District RCSS Board Robert Butler, Huron-Perth County RCSS Board</p>
1978	<p>Monsignor Charles Colgan, Hamilton-Wentworth County RCSS Board Dr. John Andrachuk, Metropolitan Separate School Board Jean Paul Parent, Cochrane-Iroquois Falls, Black River-Matheson District RCSS Board Daniel Murawksy, Waterloo Region RCSS Board Sylvia Brown, Windsor-Essex County RCSS Board Eugene Jacobs, York Region RCSS Board Dr. Bernard Nolan, Windsor-Essex County RCSS Board</p>
1977	<p>Edward J. Brisbois, Metropolitan Separate School Board James Copeland, London & Middlesex County RCSS Board Eileen Coombs, London & Middlesex County RCSS Board Sr. Bernadette Boivin, Kirkland Lake-Timiskaming District RCSS Board Joseph Donihee, Frontenac-Lennox & Addington County RCSS Board John Johnson, Windsor-Essex County RCSS Board Morgan O'Connor, Durham Region RCSS Board Monsignor Delaney, Lincoln County RCSS Board Rev. Francis Grant, Peterborough Victoria Northumberland & Newcastle County RCSS Board Rev. Bernard Cox, Hamilton-Wentworth County RCSS Board</p>
1976	<p>Joseph Gruzleski, Wellington County RCSS Board Joseph Mahoney, Lakehead District RCSS Board Millard McGill, Bruce-Grey County RCSS Board</p>
1975	<p>George Charron, Lincoln County RCSS Board J. Lamarche, Frontenac-Lennox & Addington County RCSS Board</p>
1974	<p>T. Meyers, Hamilton-Wentworth County RCSS Board T. Melady, Metropolitan Separate School Board A. Eastdaile, London-Middlesex County RCSS Board</p>

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
OCTOBER 8, 2019**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
OCSTA MEMORANDUM - 2020 OCSTA STUDENT TRUSTEE
ALUMNI AWARD**



Ontario Catholic School
Trustees' Association

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T. 416.932.9460 F. 416.932.9459
ocsta@ocsta.on.ca www.ocsta.on.ca

Beverley Eckensweiler, *President*
Michelle Griepsma, *Vice President*
Nick Milanetti, *Executive Director*

October 2, 2019

MEMORANDUM

TO: Trustees and Directors of Education
– All Catholic District School Boards

CC: Student Trustees
Board Secretaries & Administrative Assistants
– All Catholic District School Boards

FROM: Margaret Binns, Director of Administrative Services

RE: **2020 OCSTA Student Trustee Alumni Award**

OCSTA is pleased to invite nominees for the Student Trustee Alumni Award, designed to recognize the achievements of former student trustees and celebrate the positive impact of Catholic education on their lives and the communities they reach.

Boards or individual trustee members are encouraged to submit nominations for the 2020 OCSTA Student Trustee Alumni Award.

The recipient of the Award will be honoured during the Annual Dinner on Friday, May 1, as part of the 2020 AGM & Conference.

Please see the attached guidelines and nomination form.

**The deadline for receipt
of nominations in the OCSTA office is
12:00 p.m. EST, Friday, January 17, 2020.**

OCSTA Student Trustee Alumni Award: Guidelines

NOMINATION ELIGIBILITY

- The nominee must be a former Catholic school Student Trustee.
- The nominee must have graduated from a Catholic secondary school in Ontario at least five years prior to his/her nomination.
- Any OCSTA trustee member or Ontario Catholic school board can submit nominations to help recognize the positive impact of Catholic education on the lives of student trustees and the communities they reach after graduation.

EVALUATION CRITERIA

This award is given to student trustee alumni who have demonstrated exceptional achievement in any field—vocational or voluntary—and positive Catholic values reflective of the characteristics described in the Ontario Catholic School Graduate Expectations. The nominations will be assessed based on the following three criteria, given a weighted value in points totalling 100:

- The nominee has distinguished himself/herself through service to their community and/or serving as a positive, inspiring role model to others. (40 points)
- This award is given to Catholic student trustee alumni who have demonstrated outstanding leadership, philanthropic and/or service capabilities and orchestrated exceptional and meaningful change as leaders in their profession or community. (30 points)
- The nominee has reflected the characteristics of the Ontario Catholic School Graduate Expectations: (30 points)
 - a discerning believer formed in the Catholic faith community
 - an effective communicator
 - a reflective and creative thinker
 - a lifelong learner
 - a collaborative contributor
 - a caring family member
 - a responsible citizen

PROCESS

- Only one person will be honoured in any given year. The Board of Directors is not required to present an OCSTA Student Trustee Alumni Award each year.
- All nominations will be reviewed, and the winner of the Award announced, at the February Board of Directors' meeting.
- The presentation of the Award will take place at OCSTA's Annual General Meeting & Conference.
- OCSTA will reimburse the award recipient, plus one guest, for reasonable combined travel expenses up to \$1,000 and one hotel night to attend the Awards Ceremony and Annual Dinner at the Annual General Meeting & Conference. In lieu of travel, an option for videoconferencing or taped message may be provided.

NOMINATION FORMAT

- Nominations must be submitted using the OCSTA Student Trustee Alumni Award Nomination Form.
- The response in support of the nominee must **not** exceed one 8.5 x 11 double-spaced page or 400 words. Please explain why the individual is deserving of this recognition. Only information within the prescribed length will be considered.
- Within the prescribed length, please provide sufficient information about the nominee to permit the Board of Directors to make an informed choice.
- Submissions must be clearly legible.

SUBMISSION METHOD AND DEADLINE

- Nominations may be submitted by email to Marie Palombi at mpalombi@ocsta.on.ca, or by mail, courier, or fax (416-932-9459).
- The deadline for receipt of nominations in the provincial office is **12:00 p.m. EST, Friday, January 17, 2020**. The deadline is firm and will not be extended.

OCSTA Student Trustee Alumni Award Nomination Form

Trustee or Board Submitting Nomination: _____

Name of Nominee: _____

Current address: _____

City: _____ Province/State: _____ Postal/Zip Code: _____

Telephone: _____ Email: _____

Catholic School(s) Attended: _____

Dates of Service as Student Trustee _____ / _____ to _____ / _____
(month/year):

Year of Graduation: _____ Current Vocation: _____

Board Contact Person: _____

Telephone: _____ Email: _____

Using 8 ½ x 11-inch paper, please explain why the individual is deserving of this award. The submission must **not** exceed 400 words. Only information within the prescribed length will be considered.

Nominations may be submitted by email to Marie Palombi at mpalombi@ocsta.on.ca or by mail, courier, or fax (416-932-9459).

Nomination must be received by **12:00 p.m. EST, Friday, January 17, 2020.**



Ontario Catholic School
Trustees' Association

OCSTA Student Trustee Alumni Award Recipients since 2017

YEAR	RECIPIENT
2019	Trevor Arnason , Ottawa CSB
2018	Ben Verboom , Durham CDSB
2017	Kristine Soufian , York CDSB

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
OCTOBER 8, 2019**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
OCSTA 2020 CATHOLIC TRUSTEES SEMINAR – JANUARY 17-
18, 2020**



Ontario Catholic School
Trustees' Association

2020 Catholic Trustees Seminar



October 1, 2020

MEMO TO: Trustees, Directors of Education, and Student Trustees
— All Catholic District School Boards

CC: Board Secretaries and Administrative Assistants
— All Catholic District School Boards

FROM: Margaret Binns, Director of Administrative Services

RE: **OCSTA 2020 Catholic Trustees Seminar – January 17 & 18**

LOCATION: Delta Hotels by Marriott Toronto Airport

ATTACHMENT: Preliminary Program

2020 Catholic Trustees Seminar – January 17-18

We are pleased to invite Trustees, Directors of Education, and Student Trustees of Ontario Catholic District School Boards to attend OCSTA's 2020 Catholic Trustees Seminar, which will be held January 17-18 at the Delta Hotels by Marriott Toronto Airport & Conference Centre (655 Dixon Rd, Toronto, ON M9W 1J3). This event offers the opportunity for OCSTA members to:

- **Learn** more about current and emerging issues in Catholic education
- **Engage** subject experts in discussion on issues important to your role as a guardian and advocate for Catholic education
- **Celebrate** Mass as a provincial community of Catholic school board leaders
- **Network** with trustee peers from across the province

Please see further details below and click [here](#) to register for the Catholic Trustees Seminar.

Catholic Trustees Seminar – Registration and Hotel Reservations

REGISTRATION

Early Bird Rate (until November 30, 2019)

\$372.90 (\$330.00 + \$42.90 HST)

Full payment must be received in the OCSTA office by this date.

Regular Rate (after November 30, 2019)

\$423.75 (\$375.00 + \$48.75 HST)

Student Trustee Fee

(same as above)

Additional Dinner Ticket

\$84.75 (\$75.00 + \$ 9.75 HST)

The delegate registration fee includes meals and admission to all sessions. Non-registrants attending Friday night's dinner must purchase a dinner ticket.

Registration may be completed online by clicking [here](#). **Please note, the registration system has changed slightly and a separate registration will have to be completed for each attending delegate.**

CANCELLATION POLICY

Registration Fees:

- **Until December 6, 2019** – full refund
- **December 7 to 18, 2019** – 50% of the registration fee will be refunded.
- **After December 18, 2019** – no refund, under any circumstances, will be issued. Substitutions are welcomed.

Additional Dinner Ticket:

A full refund will be issued for cancellations received by **January 8, 2020**. No refunds, under any circumstances, will be issued after that date. Substitutions are welcomed.

All cancellations must be submitted in writing to Marie Palombi by email at mpalombi@ocsta.on.ca within the specified timelines.

HOTEL RESERVATIONS

Room Rates:

The Delta Hotels by Marriott Toronto Airport Hotel has set aside a block of rooms for delegates and guests attending the OCSTA 2020 Catholic Trustees Seminar, starting at the discounted rate of **\$144.00/night + applicable taxes and fees.**

Room Reservation Procedure:

To secure the OCSTA discounted rate, **rooms must be booked by December 23, 2019 and only after delegates have registered for the event.** After this date the rate will be provided on the basis of availability. Click [here](#) to book hotel rooms *for Seminar registrants only.*

Parking:

Complimentary parking for registered hotel guests or **\$18.00/day + applicable taxes** for non-registered guests (prices subject to change.)

If you require additional information, please contact Marie Palombi at 416-932-9460, ext. 234 or mpalombi@ocsta.on.ca



Ontario Catholic School
Trustees' Association



2020 Catholic Trustees Seminar

Delta Hotels by Marriott Toronto
Airport & Conference Centre
655 Dixon Road, Etobicoke, ON



THURSDAY, JANUARY 16	
5:30 pm – 6:30 pm <i>International Foyer</i>	Registration
FRIDAY, JANUARY 17	
7:30 am <i>International Foyer</i>	Registration
7:30 am <i>International ABC</i>	Breakfast
8:30 am <i>International BC</i>	Gathering Prayer, Opening Remarks Presentation of OCSTA Short Video Awards - Catholic Elementary Schools <i>Todd Lalonde, Seminar Chair, OCSTA</i>
8:45 am <i>International BC</i>	"The 5 Ps of Higher Purpose Leadership" <i>Dr. Jill Birch, Leadership and Organizational Change Expert, BirchGrove</i>
9:45 am <i>International BC</i>	Presentation of OCSTA Short Video Awards – Catholic Secondary Schools <i>Todd Lalonde, Seminar Chair, OCSTA</i> President's Report and Q & A <i>Beverley Eckensweiler, President, OCSTA</i> <i>Carole Allen, FACE Project Manager</i>
10:30 am <i>International Foyer</i>	Break
10:45 am <i>International BC</i>	<i>The Honourable Stephen Lecce</i> Minister of Education – (invited)
11:30 am	Regional Meetings
<i>Mississauga A</i>	West
<i>Mississauga B</i>	East
<i>Paris</i>	North East
<i>New York</i>	Central
<i>Toronto AB</i>	North West
12:30 pm <i>International ABC</i>	Lunch
12:30 pm <i>London</i>	Student Trustee Lunch and Discussion
1:15 pm	Concurrent Workshops
<i>Mississauga A</i>	1) "Exploring the Topic of Gender in Catholic Education" <i>Dr. Moira McQueen, Executive Director, Canadian Catholic Bioethics Institute</i> <i>Mary Margaret MacKinnon, Partner, Guild Yule LLP</i> <i>Stephanie Young, Senior Associate, Borden Ladner Gervais LLP</i>
<i>Mississauga B</i>	2) "Performance Appraisals" <i>Todd Lalonde, Chair, CDSB of Eastern Ontario & Seminar Chair, OCSTA</i> <i>Colleen Landers, Vice-Chair, Northeastern CDSB</i> <i>Ministry of Education Expert, (TBA)</i>



FRIDAY, JANUARY 17 (CONT'D)

New York	3) "Managing Stress and Building Resilience"
Toronto AB	4) "Governance"
2:30 pm	Break
2:45 pm <i>(same rooms as above)</i>	Concurrent Workshops <i>(repeated – rooms same as above)</i>
2:45 pm <i>London</i>	Student Trustee Workshop – Topic TBA
4:00 pm	Meeting Adjourned
5:30 pm <i>International Foyer</i>	Reception <i>(Cash Bar)</i>
6:00 pm <i>International BC</i>	Buffet Dinner <i>(Cash Bar)</i>

SATURDAY, JANUARY 18

7:30 am <i>International ABC</i>	Breakfast
8:30 am <i>Plaza C</i>	Eucharistic Celebration <i>Father Patrick Fitzpatrick, OCSTA Chaplain</i>
9:30 am <i>International BC</i>	Avi Benlolo, Friends of Simon Wiesenthal Centre for Holocaust Studies <i>Avi Benlolo, President & CEO, Friends of Simon Wiesenthal Centre for Holocaust Studies</i>
10:30am <i>International BC</i>	"The Holocaust in History & Living Memory: A Catholic Approach to Holocaust Education" <i>Michael Nasello, Director of Education, Peterborough Victoria Northumberland & Clarington CDSB</i>
11:30 am <i>International BC</i>	Closing Remarks & Adjournment

