

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
FEBRUARY 28, 2023**

PUBLIC SESSION

**TOPIC: UNAPPROVED MINUTES OF THE COMMITTEE OF THE
WHOLE MEETING OF FEBRUARY 14, 2023**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of February 14, 2023, as presented.

The following recommendations are being presented for the Board's consideration from the Committee of the Whole Meeting of February 14, 2023:

7.1.1 Pupil Accommodation Review Policy (701.2)

THAT the Niagara Catholic District School Board approve the Pupil Accommodation Review Policy (701.2), as presented.

7.1.2 Elementary and Secondary School Year Calendars: 2023-2024

THAT the Niagara Catholic District School Board receive for information the Revised Estimates for the year 2022-2023, as presented.



MINUTES OF THE COMMITTEE OF THE WHOLE MEETING TUESDAY, FEBRUARY 14, 2023

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, February 14, 2023 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 Burkholder.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer was led by Trustee Turner.

2. Roll Call

Vice-Chair Burkholder noted that Trustee Benoit joined electronically.

Trustee	Present	Present Electronically	Absent	Excused
Natalia Benoit		✓		
Joseph Bruzzese	✓			
Rhianon Burkholder	✓			
Danny Di Lorenzo	✓			
Larry Huibers	✓			
Doug Joyner	✓			
Jim Marino	✓			
Paul Turner	✓			
Student Trustees				
Charlotte Johnstone	✓			
Steffen Zylstra	✓			

The following staff were in attendance:

Camillo Cipriano, Director of Education; **Lee Ann Forsyth-Sells, Kimberly Kinney, Gino Pizzoferrato, Pat Rocca**, Superintendents of Education; **Domenic Massi, Joseph Zaroda**, Associate Superintendents of Education; **Giancarlo Vetrone**, Superintendent of Business & Financial Services; **Clark Euale**, Controller of Facilities Services; **Julia Tiessen**, Executive Officer of Human Resources; **Anna Pisano**, Recording Secretary/Administrative Assistant, Corporate Services

3. Approval of the Agenda

Moved by Trustee Marino

THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of February 14, 2023, as amended.

Reverse Section C & D

CARRIED

4. Declaration of Conflict of Interest

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

5. Approval of Minutes of the Committee of the Whole Meeting of January 17, 2023

Moved by Trustee Huibers

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of January 17, 2023, as presented.

CARRIED

6. Consent Agenda Items

Trustee Di Lorenzo requested Item 6.3 be held. This item was moved to Committee and Staff Reports Section of the agenda.

6.1 Staff Development Department Professional Development Opportunities

Presented for information.

6.2 Capital Projects Progress Report Update

Presented for information.

6.3 Elementary and Secondary School Year Calendars 2023-2024

Moved to Committee and Staff Reports Section.

Moved by Trustee Joyner

THAT the Committee of the Whole adopt consent agenda items.

CARRIED

B. PRESENTATIONS

1. Governance in the Education Sector

Director Cipriano provided background information on Governance in the Education Sector and introduced Marion Thomson Howell, President of Shaughnessy Howell Inc.

Ms. Howell presented the Governance in the Education Sector.

Ms. Howell answered questions of Trustees.

C. COMMITTEE AND STAFF REPORTS

1. *“I am a Child of God” Social-Emotional Learning Program*

Gino Pizzoferrato, Superintendent of Education provided background information on the Social-Emotional Learning Program and introduced Maria Kish, Tina Hornick, Vince Mancuso, Alfonso Monachino – Behaviour Resource Teachers, Rose Gentilcore – Early Years Lead and Anthony Di Toro – Student Support Coordinator.

The Student Support Team presented the “*I am a Child of God*” report, and answered questions of Trustees.

2. *Consent Agenda Item A6.3 Elementary and Secondary School Year Calendars 2023-2024*

Domenic Massi, Associate Superintendent of Education answered questions of Trustees.

3. *Monthly Updates*

3.1 *Student Trustees’ Update*

Charlotte Johnstone, and Steffen Zylstra, Student Trustees, presented a brief verbal update on the current activities of the Student Senate.

3.2 *Senior Staff Good News Update*

Senior Staff highlights included:

Superintendent Pizzoferrato

- ABA Leads presented to Niagara College’s Autism and Behavioural Science program and will be welcoming Autism and Behavioural Science second semester placement students into 7 schools within our Board.
- Bethesda and Niagara Children’s Centre’s Entry to School program will begin in 3 of our schools.
- The ABA team continues to disseminate the Physical Response Package within the system, and continues to implement transition support and Targeted ABA Intervention to students.

Associate Superintendent Massi

- Normani Hamilton, a grade 4 student at Father Hennepin Catholic Elementary School authored a published book called “My Beautiful Hair”. Her intension for her story is to encourage children to realize that they are all unique and special in their own way. She is also a pre-teen Southern Ontario winner of the Miss All Canadian Pageant and volunteers with Delivering Hope, Socks for Change and soup kitchens.

D. GOVERNANCE POLICIES

1. Governance Policies for Recommendation to the Board

1.1. Pupil Accommodation Review Policy (701.2)

Clark Euale, Controller of Facilities Services presented feedback received from the vetting process and highlighted recommended amendments to the Pupil Accommodation Review Policy (701.2), following the vetting process.

Following discussion, the Committee of the Whole recommended the following additional amendments:

- No amendment

Moved by Trustee

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Pupil Accommodation Review Policy (701.2), as presented.

APPROVED

2. Governance Policies Prior to Vetting

2.1. Electronic Communications Systems (Employees) Policy (201.12)

Giancarlo Vetrone, Superintendent of Business & Financial Services, presented the Electronic Communications Systems (Employees) Policy (201.12).

The Committee of the Whole suggested the following amendments:

- Paragraph 5 – add “*parents/guardians, and the community*”
- Paragraph 7 – replace “*to*” with “*the*”
- Paragraph 8 – remove “*Deliberate*” and reinstate “*Any*”

The Committee of the Whole requested that the Electronic Communications Systems (Employees) Policy (201.12), be vetted from February 15, 2023 to March 23, 2023 with a recommended deadline for presentation to the Committee of the Whole in April, for consideration to the Board in April.

2.2. Trustee Code of Conduct Policy (100.12)

Director Cipriano, presented the Trustee Code of Conduct Policy (100.12).

The Committee of the Whole suggested the following amendments:

- Page 2 – add “*students*”

The Committee of the Whole requested that the Trustee Code of Conduct Policy (100.12), be vetted from February 15, 2023 to March 23, 2023 with a recommended deadline for presentation to the Committee of the Whole in April, for consideration to the Board in April.

3. Governance Policy Review Schedule

Director Cipriano presented the Governance Policy Review Schedule.

D. INFORMATION

1. Trustee Information

Nil

E. OTHER BUSINESS

1. General Discussion to Plan for Future Action

- 1.1 Director Cipriano reminded Trustees of the Niagara Foundation for Catholic Education Benefit Gala on March 3, 2023 at Club Roma.

F. BUSINESS IN CAMERA

Moved by Trustee Huibers

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 8:42 p.m. and reconvened at 10:02 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Huibers

THAT the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of February 14, 2023.

CARRIED

H. ADJOURNMENT

Moved by Trustee Turner

THAT the February 14, 2023 Committee of the Whole Meeting be adjourned.

CARRIED

This meeting was adjourned at 10:03 p.m.

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **February 14, 2023.**

Approved on **March 7, 2023.**

Rhianon Burkholder
Vice-Chair of the Board

Camillo Cipriano
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
FEBRUARY 28, 2023**

PUBLIC SESSION

TITLE: PUPIL ACCOMMODATION REVIEW POLICY (701.2)

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Pupil Accommodation Review Policy (701.2), as presented

Prepared by: Clark Euale, Controller of Facilities Services

Presented by: Clark Euale, Controller of Facilities Services

Recommended by: Committee of the Whole

Date: February 28, 2023



Niagara Catholic District School Board
PUPIL ACCOMMODATION REVIEW POLICY
STATEMENT OF GOVERNANCE POLICY

700 – Building and Sites

Policy No. 701.2

Adopted Date: April 28, 1998

Latest Reviewed/Revised Date: February 23, 2016

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, Niagara Catholic is committed to providing the best educational facilities that advance student achievement for all and build strong Catholic identity and community.

In accordance with the Ministry of Education, the Niagara Catholic District School Board recognizes its responsibility:

- To provide adequate accommodation and instruction for all pupils attending its schools;
- To undertake long-term capital planning;
- To operate its schools economically and efficiently, while providing the best Catholic education for the pupils, within the limits of the Board's available resources;
- To explore opportunities for effective, sustainable partnerships; and
- To maintain communication with stakeholders and potential partners concerning possible changes in the status of a school or of school boundaries.

The Board acknowledges that the consolidation or closure of schools may be required to meet the above objectives. The Board is committed to providing student accommodation in a responsible and organized manner considering reasonable and just alternatives.

The Director of Education shall present an Initial Staff Report to the Board to review a school or schools for potential consolidation or closure. The Board may establish an Accommodation Review Committee (ARC) and provide the terms of reference or proceed to a Modified Accommodation Review Process.

The Board shall consider consolidation or closure of a school(s) following the submission of the Final Staff Report which will contain feedback from an Accommodation Review Committee and/or a community consultation. The Niagara Catholic District School Board has the discretion to approve the recommendation(s) of the Final Staff Report as presented, modify the recommendation(s) of the report or approve a different outcome. The final decision regarding the future of a school or group of schools rests solely with the Board of Trustees.

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

References

- [**Ministry of Education - Administrative Review of the Accommodation Review Process**](#)
- [**Ministry of Education - Pupil Accommodation Review Guidelines \(Revised March 2015\)**](#)
- [**Niagara Catholic District School Board Policies/Procedures**](#)
 - [**Admission of Elementary and Secondary Students Policy \(301.1\)**](#)
 - [**Attendance Areas Policy \(301.3\)**](#)
 - [**Board By-Laws Policy \(100.1\)**](#)
 - [**Community Planning & Partnerships \(800.6\) AOP**](#)

Adopted Date:	April 28, 1998
Revision History:	March 27, 2007 February 23, 2010 February 23, 2016

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
FEBRUARY 28, 2023**

PUBLIC SESSION

**TITLE: ELEMENTARY AND SECONDARY SCHOOL YEAR
CALENDARS: 2023-2024**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Elementary and Secondary School Year Calendars for the 2023-2024 school year, as presented.

Prepared by: Domenic Massi, Associate Superintendent of Education

Presented by: Domenic Massi, Associate Superintendent of Education

Recommended by: Committee of the Whole

Date: February 28, 2023



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE MEETING FEBRUARY 14, 2023

ELEMENTARY AND SECONDARY SCHOOL YEAR CALENDARS: 2023-2024

BACKGROUND INFORMATION

The *Education Act, Regulation 304 - School Year Calendar, Professional Activity Days* outlines the requirements and timelines for preparing and submission of school year calendars to the Ministry of Education for approval.

For the 2023-2024 school year calendars, there are 195 possible school days between September 1, 2023 and June 30, 2024. Within this total, elementary and secondary schools must have a minimum of 194 school days, of which seven (7) days must be designated as professional activity days. Secondary schools may have a maximum of ten (10) instructional days set as examination days. The remaining school days shall be instructional days.

CONSULTATION PROCESS

The 2023-2024 School Year Calendar Committee met to discuss and review the draft calendar and the consultation process.

Members of the 2023-2024 School Year Calendar Committee are:

Domenic Massi	Associate Superintendent (Chair)
Pat Rocca	Superintendent
Gino Pizzoferrato	Superintendent
Anthony Cardamone	Elementary Principal
Lou Stranges	Secondary Principal
Anthony Corapi	Administrator of Staff Development
Anna Maxner	C.U.P.E. President
Jennifer McArthur	Niagara Elementary Unit OECTA
Joseph Sorrenti	Niagara Elementary Unit OECTA
John Piccoli	Niagara Secondary Unit OECTA
Carrie Vernelli	Niagara Catholic Parent Involvement Committee
Monique Somma	S.E.A.C.

The consultation process provided the elementary and secondary draft calendars to all elementary and secondary Principals, Vice-Principals, Catholic School Council Chairs/Co-Chairs, the Niagara Catholic Parent Involvement Committee (NCPIC), the Special Education Advisory Committee (SEAC), OECTA Elementary and Secondary Presidents, CUPE President and staff for feedback by February 1, 2023.

Simultaneously, there has been on-going consultation with the co-terminus Board to achieve a similar school year calendar, where possible.

SUMMARY OF THE ATTACHED CALENDARS

Highlights of the Proposed School Year Calendars for 2023-2024.

Professional Activity Days

In accordance with the Education Act, Regulation 304 - School Year Calendar, the following seven (7) days have been identified as Professional Activity Days.

Elementary:

Friday, October 6, 2023
Friday, November 24, 2023
Friday, January 19, 2024
Friday, February 16, 2024
Monday, April 8, 2024 *Due to Solar Eclipse
Friday, June 7, 2024
Friday, June 28, 2024

Secondary:

Friday, October 6, 2023
Friday, November 24, 2023
Friday, February 16, 2024
Monday, April 8, 2024 *Due to Solar Eclipse
Friday, June 21, 2024
Thursday, June 27, 2024
Friday, June 28, 2024

Secondary Examination Days

Semester 1 – Wednesday, January 24, 2024 to Tuesday, January 30, 2024
Semester 2 – Wednesday, June 19, 2024 to Wednesday, June 26, 2024 (with PA Day June 21, 2024)

Board and Civic Holidays

Civic Holiday	Monday, August 7, 2023
Labour Day	Monday, September 4, 2023
Thanksgiving Day	Monday, October 9, 2023
Christmas Break	Monday, December 25, 2023 – Friday, January 5, 2024
Family Day	Monday, February 19, 2024
March Break	Monday, March 11 to Friday, March 15, 2024
Good Friday	Friday, March 29, 2024
Easter Monday	Monday, April 1, 2024
Victoria Day	Monday, May 20, 2024
Canada Day	Monday, July 1, 2024

To comply with the timelines outlined in *Regulation 304 - School Year Calendar*, school boards are required to submit Board approved **regular** school year calendars to the Ministry of Education by March 1, 2023.

Based on feedback from the consultation process, discussions with the School Year Calendar Committee, Senior Administrative Council and our coterminous board, the 2023-2024 Elementary and Secondary **regular** School Year Calendars will be submitted immediately following the Board Meeting of February 28, 2023 for approval.

Appendix A: *Proposed Elementary School Year Calendars for 2023-2024*

Appendix B: *Proposed Secondary School Year Calendars for 2023-2024*

RECOMMENDATION

THAT the Committee of the Whole recommends that the Niagara Catholic District School Board approve the Elementary and Secondary School Year Calendars for the 2023-2024 school year, as presented.


Prepared by: Domenic Massi, Associate Superintendent of Education
Presented by: Domenic Massi, Associate Superintendent of Education
Recommended by: Camillo Cipriano, Director of Education, Secretary/Treasurer
Date: February 14, 2023



Ministry of Education

School Year Calendar 2023 - 2024


NCDSB Elementary Calendar Draft

Legend ▶ **H** - Statutory Holiday **E** - Scheduled Examination Day **P** - Professional Activity Day **B** - Board Designated Holiday  Half Day

Month	Number of Instructional Days	Number of Professional Activity Days	Number of Scheduled Examination Days	1 st Week					2 nd Week					3 rd Week					4 th Week					5 th Week										
				M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F						
August 2023					1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31							
September 2023	19							1	4	6	8	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29						
October 2023	20	1		2	3	4	5	8	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31									
November 2023	21	1				1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30							
December 2023	16							1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29						
January 2024	17	1		1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31								
February 2024	19	1					1	2	5	6	7	8	9	12	13	14	15	16	18	20	21	22	23	26	27	28	29							
March 2024	15						1	4	5	6	7	8	11	12	13	14	15	16	18	19	20	21	22	25	26	27	28	29						
April 2024	20	1		1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30									
May 2024	22					1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31						
June 2024	18	2		3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28											
July 2024				1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31								
TOTAL	187	7		<p>Note: The 2023-2024 calendar provides for 195 possible school days between September 1, 2023 and June 30, 2024. The school year shall include a minimum of 194 school days of which three days must be designated as professional activity days with respect to specific provincial education priorities as outlined in the Policy/Program Memoranda 151 and up to four extra days may be designated by the board as professional activity days. The remaining school days shall be instructional days. The boards may designate up to ten instructional days as examination days.</p>																														

School Year Calendar 2023 - 2024

NCDSB Secondary Calendar Draft

Legend ▶ **H-** Statutory Holiday **E-** Scheduled Examination Day **P-** Professional Activity Day **B-** Board Designated Holiday  Half Day

Month	Number of Instructional Days	Number of Professional Activity Days	Number of Scheduled Examination Days	1 st Week					2 nd Week					3 rd Week					4 th Week					5 th Week					
				M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
August 2023					1	2	3	4		7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	
September 2023	19							1		4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
October 2023	20	1		2	3	4	5	6		8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
November 2023	21	1				1	2	3		6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	
December 2023	16							1		4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
January 2024	18		S	1	2	3	4	5		8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	27	28	29	30	31
February 2024	19	1					1	2		5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	
March 2024	15							1		4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
April 2024	20			1	2	3	4	5		8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	27	28	29	30	
May 2024	22	1				1	2	3		6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
June 2024	17	3	S	3	4	5	6	7		10	11	12	13	14	17	18	19	20	21	24	25	26	27	28					
July 2024				1	2	3	4	5		8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	27	28	29	30	31
TOTAL	187	7	10	<p>Note: The 2023-2024 calendar provides for 195 possible school days between September 1, 2023 and June 30, 2024. The school year shall include a minimum of 194 school days of which three days must be designated as professional activity days with respect to specific provincial education priorities as outlined in the Policy/Program Memoranda 151 and up to four extra days may be designated by the board as professional activity days. The remaining school days shall be instructional days. The boards may designate up to ten instructional days as examination days.</p>																									

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
FEBRUARY 28, 2023**

PUBLIC SESSION

**TITLE: 2021-2022 CAPITAL PROCUREMENT PROJECTS GREATER
THAN \$750,000**

The 2021-2022 Capital Procurement Projects greater than \$750,000 report is presented for information.

Prepared by: Mark Ferri, Administrator of Procurement

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

Approved by: Camillo Cipriano, Director of Education/Secretary-Treasurer

Date: February 28, 2023



**REPORT TO THE BOARD
FEBRUARY 28, 2023**

**2021-2022 CAPITAL PROCUREMENT PROJECTS GREATER THAN
\$750,000**

BACKGROUND INFORMATION

In accordance with Policy No. 600.1 Purchasing/Supply Chain Management an annual report is provided to the Board of Trustees of awarded contracts greater than \$750,000.

APPENDIX A – 2021-2022 Capital Procurement Projects Greater Than \$750,000

The 2021-2022 Capital Procurement Projects greater than \$750,000 report is presented for information.

Prepared by: Mark Ferri, Administrator of Procurement

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

Approved by: Camillo Cipriano, Director of Education/Secretary-Treasurer

Date: February 28, 2023

**Purchases exceeding \$750,000.00
September 2021 to August 31 , 2022**

2021-2022 Capital Procurement Projects Greater Than \$750,000

Vendor Name	Description	\$ Amount (plus HST)
A. Westley Paving	Asphalt Paving: St. Michael NOTL, Mary Ward, Sacred Heart, St. Mary (W)	\$873,890.00
CBRE Ltd	Project Management and construction for the new atificial turf field Blessed Trinity Catholic Secondary School	\$3,324,437.00
CBRE Ltd	Project Management and construction for the new atificial turf field Notre Dame College School	\$3,221,860.00
CBRE Ltd	Design and construction of major renovations at Denis Morris CHS	\$4,978,677.90
CBRE Ltd	Design and construction of major renovations at Notre Dame College School	\$3,855,488.20
edsembli	Student Informatin System and Application Programmin Interface 5 year contract	\$1,146,127.52
Flynn Canada	Roofing replacement Blessed Trinity CSS	\$1,040,220.00
Goodmen Corporation	Roofing replacement: Loretto Catholic School, Holy Cross CSS, St. Mark School,	\$1,386,484.00
Serianni Construction Ltd.	Labour and material for HVAC and classrom renovation at Our Lady of the Holary Rosary School	\$1,114,810.00
Stevensville Lawn Service	Kindergarten Outdoor Space improvements: Our Lady of Fatima (G), Our Lady of Fatima (SC), Our Lady of the Holy Rosary, St. Kevin, Holy Name, St Therese	\$2,400,000.00
VT Controls	Building Automation project for 30 schools	\$2,127,911.89

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
FEBRUARY 28, 2023**

PUBLIC SESSION

**TITLE: MINUTES OF THE SPECIAL EDUCATION ADVISORY
COMMITTEE (SEAC) MEETING OF JANUARY 11, 2023**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the Minutes of the Special Education Advisory Committee (SEAC) Meeting of January 11, 2023, as presented for information.



**MINUTES OF THE
 SPECIAL EDUCATION ADVISORY COMMITTEE MEETING**

**WEDNESDAY, JANUARY 11, 2023
 6:30 PM**

Virtual Meeting in Compliance with Education Act Section 207 and
 Ontario Regulation 463/97 Section 5.1 (2)

PUBLIC ACCESS LIVE STREAM LINK
<https://niagaracatholic.ca/meetings-livestream/>

A. ROUTINE MATTERS

1. Land Acknowledgement – Chairperson – A. Filice

*Introduction:
 The Niagara Catholic District School Board wishes to honour the Indigenous people who have been the protectors of this land, known as Turtle Island, for more than ten thousand years.
 We begin this meeting by acknowledging the land on which we gather is the traditional territory of the Haudenosaunee and Anishinaabe peoples, many of whom continue to live and work here today. This territory is covered by the Upper Canada Treaties and is within the land protected by the Dish With One Spoon Wampum agreement. Today this gathering place is home to many First Nations, Métis and Inuit peoples and acknowledging reminds us that our great standard of living is directly related to the resources and friendship of Indigenous people.*

2. Opening Prayer

Chair Somma provided the opening prayer – Our needs are known

3. Roll Call

Members	Affiliations	Yes	Excused
Somma, Monique	Community Living (Welland/Pelham) - CHAIR	X	
Glencross, Emily	Learning Disabilities Association of Niagara Region	X	
Maxwell, Michelle	Niagara Children’s Centre	X	
Kelly, Tara	Pathstone Mental Health		X
Palombo, Pina	Down Syndrome Niagara	X	
Attree, Alexandria	Autism Ontario (Niagara Region)	X	
T.B.D.	Indigenous Representative		

Smith, Lorraine	Mainstream	X	
Wencel, Sara (for Rita Smith)	Community Living (Port Colborne/Wainfleet)	X	
Joyner, Doug	Trustee of the Board	X	
Marino, Jim	Trustee of the Board	X	
Filice, Adele	Principal, Secondary	X	
Walsh, Susy	Principal, Elementary	X	
Pizzoferrato, Gino	Superintendent of Education	X	
Agretto, Mackenzie	Student Senate Representative	X	
Di Gioia, Jim	Coordinator of Student Support		X
Giancola, Danny	Coordinator of Student Support		X
Di Toro, Anthony	Coordinator of Student Support	X	

Observers	Affiliations	Yes	Excused
Harrington, Kavitha	Speech-Language Pathologist		
Brochu, Grace	Student Support Facilitator	X	
De Lisio, Angela	Behaviour Analyst		
Mancuso, Vincent	Behaviour Resource Teacher	X	
Vanderlee, Carole	Teacher of the Blind/Low Vision		
Barrick, Tania	Program Resource Teacher		
Davies, Elizabeth	Administrative Assistant/Recording Secretary	X	

4. Approval of the Agenda

Chair Somma adding item #7 to the agenda – a matter arising from October that we haven't had a chance to address.

Moved by: E. Glencross

Seconded by: M. Maxwell

5. Declaration of Conflict of Interest

No disclosure of interest were declared with any items on the agenda

6. Approval of Minutes of the Special Education Advisory Committee Meeting of October 5, 2022

Moved by: A. Attree

Seconded by: A. Di Toro

7. Matters Arising from Past Meetings

Item 1 – Addition of members to SEAC.

Currently 9 members

We are able to have 12 members – leaves 3 open spots.

Trustee Joyner recommended Krystine Donato for Community Representative

2 agency spots open (Pending Bethesda, Niagara Support Services)

1 open Indigenous spot

Moved by: Trustee Joyner – Would like to bring forward the recommendation to add Krystine Donato as a SEAC Community Member until November 2026. This motion will go forward to the next Board meeting in January.

Seconded by: Trustee Marino

Chair Somma: A unanimous vote taken to add Krystine Donato as a SEAC Community Member.

Item 2: Chair Somma - Alexandria Attree would like to represent SEAC at NCPIC as she sits on both committees.

SEAC Member vote: Unanimous to have Alexandria Attree represent SEAC at NCPIC.

B. PRESENTATION

N/A

C. AGENDA ITEMS

1. Letter from Durham District School Board – Chair Somma

As SEAC do we want to propose a letter to Ministry of Education in support of DDSB? There was discussions about the decreased change in funding after the provincial election. Superintendent Pizzoferrato agreed to bring forward at the next meeting what the situation is at Niagara Catholic, what this means to Niagara Catholic and are other Boards writing letters before we decide if we will be writing a letter in support.

2. SEAC Chair's Report (Chair Somma)

Happy New Year everyone!

As you recall in December groups were established for the two goals we presented to Gino's team. That information can be found here:

<https://docs.google.com/document/d/1efNyKMwUPjMIB7foywhREA/edit?usp=sharing&EgOgi2ERYslyIRCwX>

If you have not had a chance to join one of these working groups, please add your name to the one you are interested in supporting. Each group will meet a few times over the course of the year when planning for any of the outcomes that will move forward. Your participation can be as little or as much as you are able: but we want every voice included.

Last March our former chair presented on the roles of the SEAC Committee and Membership. I want to re-share this presentation since we have several new members this year. If you are unsure of the role of SEAC as a collective and/or your role/responsibilities as a member, you can find this information and more on the slides here:

<https://docs.google.com/presentation/d/1Ea1Df1O5LRIBaI2QtX66buY50KSudwi2/edit?usp=sharing&oid=112230540140545253772&rtpof=true&sd=true>

At that time, we also developed a feedback form as recommended in the SEAC documents were reviewed. You can use this form monthly preferable before each SEAC meeting to include any items you would like to be discussed on the agenda, or questions you may have. There is

also place to include a short agency update for Liz to include on the meeting minutes for each month. The form can be found here:

<https://forms.gle/Qt7npUogTggHEgmT7>

Alexandria Attrie our SEAC rep from Autism Ontario has self-nominated to represent SEAC and NCPIC as she currently holds a spot on both these important committees. For this reason, I would like to make a motion: That the NC SEAC support Alexandria Attrie as its representative on NCPIC for the 2023 calendar year.

I am grateful for the expertise each of you bring to this table and I am looking forward to a productive year ahead!

3. SEAC Sub-Committee Overview (Chair Somma)

- a. **Communications** – Brochure is printed and ready for distribution
- b. **Survey** – A Di Toro – Student Support Coordinators are working with Christine Battagli to begin formatting in the specialized software. Target release start of March 2023 with data available in April/May 2023.
- c. **Ministry Reports** – No reports recently.
Who is part of communications committee? No one.
Survey – Pina Palombo
Ministry Report – Adele Filice
Policy – Chair Somma
SEAC members can think about which committee they would like to be involved in.
- d. **Policy** – N/A

D. AGENCY REPORTS

Learning Disabilities Association of Niagara Region – Emily Glencross

We are trying to get the Niagara Catholic post-secondary transition workshop program up and running. Stay tuned for more information. We are really excited about it.

Niagara Children's Centre – Michelle Maxwell

Our new website has launched! All eligibility is now posted on the website by program. Of particular interest will likely be under "Services for Ages 4-18" (www.niagarachildrenscentre.com)

SmartStart Hub is launching this month. The website will be updated to reflect this upon the launch. Student Support Coordinators are attending an information session on Tuesday January 17th and they will be able to decide how to disseminate this information through the board.

Service Goal for 2023: Making Social Work services more available to school-aged children. Any family that is active with or waiting for any Centre service (including SSAH or a medical clinic) can access family education and workshops as well as open-registration youth groups

- Please see:
https://issuu.com/niagarachildrenscentre/docs/branded_print_out_winter_events_web

- Caregiver Connections:
https://mailchi.mp/niagarachildrenscentre/dec2021_caregiver_connections-4907019
- Family Support Opportunities: family mentorship program, online parent support group, parent talk support groups (with childcare) - <https://niagarachildrenscentre.com/family-supports> and <https://niagarachildrenscentre.com/calendar>

Transition to School Process: Information nights hosted by the Centre in December 2022/January 2023. Attended by NCDSB Student Support Coordinators. Very well received and attended by families!

We continue to support the Ontario Autism Program “Entry to School” program in collaboration with Bethesda. A new cohort begins in March 2023.

We have a new Recreational Therapist that has started with us after an unexpected hiatus in those services due to staffing. We recognize that this program is highly valued by our school-aged clients and are so happy the program is up and running again!

Pathstone Mental Health – Tara Kelly

No update

Down Syndrome Niagara – Pina Palumbo (Doris)

no update

Autism Ontario Niagara Region – Alexandria Attree

Autism Niagara met 2 days ago with Autism Ontario. They have created a paid position - SEAC Representative for Autism Ontario. We found information we were getting was inconsistent, so they are creating a newsletter across all of Ontario. I recommended that when they report have it broken up into elementary and secondary because transitions are different (into JK/into secondary).

Also the March Break Funding Lottery is closing soon but anybody with Ontario Autism Program (OAP) number you can apply. Covers activities up to \$500/\$1000 for a child to participate in activities during March break. Communication was sent out before Christmas for people with OAP numbers to register. Information that was provided will be sent to Elizabeth to distribute to our committee and get it out to our school communities.

Mainstream – Lorraine Smith

No update

Community Living (Port Colborne/Wainfleet) – Sara Wencel

We have after school cooking programs starting up next week at St Therese. Teams in secondary schools are starting back up as well. We are excited to move forward with that.

Community Living (Welland) – Monique Somma

No update

STAFF REPORTS

Secondary Principal – Adele

We are starting to plan the review of IPRC (Special Needs during exam time).

We are beginning the transition to high school process – including visits to elementary schools, conversations with parents and elementary ERT/classroom teacher visits.

Students from Niagara College ABA Services Program have been placed across Niagara Catholic and are starting their practical hours. We welcome them.

Elementary Principal – Susy

Looking forward to February where we will be working with parents of 1st year kindergarten, especially those with special education needs. We offer as many visits as possible. We welcome everyone back.

Christmas break was tough for some families. School attendance of our special needs students has been up. We are focusing on transitioning students into a comforting routine.

Student Support Department – Anthony

SEAC Survey: The Coordinators are working with Christine Battagli, Consultant for Research, Assessment and Evaluation to begin formatting the survey in Qualtrics software. Our target release to families in the system will be at the start of March 2023, with data available for analysis and discussion in April/May. The invitational letter to families may be shared at the February SEAC, and a copy of the survey questions may be shared with SEAC as part of this report.

Kindergarten transition to School: Information sharing has begun with parents. Student Support Coordinators are representing Niagara Catholic at Parent Information Nights presented by the Niagara Children’s Centre. Two virtual sessions have taken place on Tuesday December 6th, 2022 at 9:30 a.m. and Tuesday December 13th, 2022 at 6:30 pm. One additional Parent Information Night is being held in-person at the Niagara Children’s Centre on January 12th 2023 (tomorrow) @ 6:30pm. The sessions have been well attended by families who received information from Niagara Catholic and our co-terminus Niagara Boards. Question-and-answer sessions have/will take place at each presentation to address any questions regarding entry to school.

“SNAP” (Supporting Neurodiversity through Adaptive Programming): Niagara Catholic participants enjoyed the Fall Session and we are looking forward to the Winter SNAP sessions offered through Brock University. The program includes a wide range of activities such as educational gymnastics, dance and movement education, games, and other activities of daily living. Activities can be modified to meet the needs and capabilities of the individual participating. The second half of our Niagara Catholic schools have had a chance to register with their visit date being sometime during these next few months. Sessions begin February 9th and will continue through to April.

Gifted Module: Niagara Catholic is offering the next Gifted Module to those students identified. Using VEX I.Q. robotics, students will be immersed in this hands on S.T.R.E.A.M. (Science Technology Religion Engineering Art and Mathematics) based

module, working both individually and as a team to engage in a variety of problems using coding. By strengthening their understanding of coding and robotics, students will become innovators, thinkers and problem-solving leaders. This is the first of a two-part module to explore, investigate and deepen their understanding of coding, with the creation of a final project to consolidate their learning.

Superintendent Pizzoferrato – Mark May 28 to June 3 – **National AccessAbility Week** (red shirt day May 31) Under C. Mc Mullin leadership we secured \$10000 grant. We have a number of principals and staff partnering to plan an experience to develop an experience with children and families - children to develop a plan to take back to school. Very excited. Lots of work is happening behind the scenes.

SEAC Brochure – Is ready to send out to Niagara Catholic schools.

Empower – Aggressively brought it forward in Niagara Catholic. 3 schools missed opportunity. We have a creative solution to bring the experience to them in the fall.

Costs are \$5600/per site X 47 schools now and 50 as of September and involves 1 hour of focused reading instruction to small groups of 6 to 8 students every day with 5 schools that have 2 programs - 110 lessons each school year. Students are tracked upon entry to the program and exit of the program.

(provide copy of report/presentation presented to the Board)

TRUSTEE REPORTS – Trustee Joyner

With your support, I will reach out to a few Indigenous Leads to see if they are interested in sitting on our committee. If they are interested I will have them get in contact with Madame Chair.

STUDENT REPORT – Mackenzie

Student Senate is in the planning process for the formal. 150 students and 100 support staff will attend St Paul on February 24. We are finished gathering information on students – medical history, special accommodations to make the day go smoothly. Also working on transition video and booklet. There are several opportunities for students to get involved. (Leadership, culinary, photography programs etc.) We are planning different sensory activities for the day. Please share any concerns about formals.

Superintendent Pizzoferrato - Recommendation to move the Student Report at front end of our reporting after the community groups.

NCPIC REPORT

None

E. NOTICES OF MOTION

None

F. INFORMATION ITEMS

None

G. MOMENT OF SILENCE / REFLECTION OF LIFE

H. NEXT MEETING

Wednesday, February 1, 2023 at 6:30 pm in person

I. ADJOURNMENT 8:10 pm

Motion to Adjourn: Chair Somma

Seconded: Trustee Joyner