



*We are a Christ-centered Catholic faith community  
that celebrates diversity and fosters spiritual growth,  
inspiring all to reach their full potential in mind, body and spirit.*

AGENDA AND MATERIAL

## COMMITTEE OF THE WHOLE MEETING

**TUESDAY, JUNE 6, 2023  
6:30 P.M.**

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



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

### A. ROUTINE MATTERS

1. Opening Prayer – Trustee Turner -
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 May 9, 2023 A5
6. Consent Agenda Items -
  - 6.1 Research Collaborations in the Niagara Catholic District School Board 2022-2023 A6.1
  - 6.2 Larkin Estate University/College Admission Awards A6.2
  - 6.3 Capital Projects Progress Report Update A6.3

### B. PRESENTATIONS

1. New Student Trustee and Co-Chair – Student Senate 2023-2024/2024-2025 -

### C. GOVERNANCE POLICIES

1. Governance Policies for Recommendation to the Board -
  - 1.1 Employee Workplace Harassment Policy (201.7) C1.1
  - 1.2 Employee Workplace Violence Policy (201.11) C1.2
  - 1.3 Occupational Health and Safety Policy (201.6) C1.3
2. Governance Policies Prior to Vetting -
  - 2.1 Board By-Laws Policy (100.1) C2.1
  - 2.2 Trustee Electronic Meetings (Board and Committees) Policy (100.8) C2.2
3. Governance Policy Review Schedule C3

**D. COMMITTEE AND STAFF REPORTS**

- |                                                                                                 |    |
|-------------------------------------------------------------------------------------------------|----|
| 1. Committee of the Whole System Priorities 2023-2024 Update                                    | D1 |
| 2. Attendance Area Review-Blessed Trinity Catholic Secondary School and Family of Schools-Clark | D2 |
| 3. Original Estimates for the 2023-2024 Annual Budget – Giancarlo                               | D3 |
| 4. Monthly Updates                                                                              |    |
| 4.1 Student Senate Update                                                                       | -  |
| 4.2 Senior Staff Good News Update                                                               | -  |

**E. INFORMATION**

1. Trustee Information

**F. OTHER BUSINESS**

1. General Discussion to Plan for Future Action -

**G. BUSINESS IN CAMERA****H. REPORT ON THE IN CAMERA SESSION****I. ADJOURNMENT**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
JUNE 6, 2023**

*PUBLIC SESSION*

**TOPIC: MINUTES OF THE COMMITTEE OF THE WHOLE  
MEETING OF MAY 9, 2023**

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**RECOMMENDATION**

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of May 9, 2023, as presented.



# MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

## TUESDAY, MAY 9, 2023

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, May 9, 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 Joyner.

2. Roll Call

Vice-Chair Burkholder noted that Trustees Joyner and Turner asked to be excused and Trustees Benoit and Huibers 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				✓
<b>Student Trustees</b>				
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**, Associate Superintendent 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 Di Lorenzo

**THAT** the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of May 9, 2023, as presented.

**CARRIED**

**4. Declaration of Conflict of Interest**

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

**5. Approval of Minutes of the Committee of the Whole Meeting of April 11, 2023**

Moved by Trustee Marino

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of April 11, 2023, as presented.

**CARRIED**

**6. Consent Agenda Items**

**6.1 Staff Development Department Professional Development Opportunities**

Presented for information.

**6.2 Capital Projects Progress Report Update**

Presented for information.

Moved by Trustee Huibers

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

**CARRIED**

**B. PRESENTATIONS**

Nil

**C. GOVERNANCE POLICIES**

**1. Governance Policies for Recommendation to the Board**

**1.1. Employee Code of Conduct and Ethics Policy (201.17)**

Julia Tiessen, Executive Officer of Human Resources, presented feedback received from the vetting process and highlighted recommended amendments to the Employee Code of Conduct and Ethics Policy (201.17), following the vetting process.

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

- No amendment

Moved by Trustee Di Lorenzo

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Employee Code of Conduct and Ethics Policy (201.17), as presented.

**APPROVED**

**1.2. Niagara Catholic Education Award of Distinction Policy (100.7)**

Pat Rocca, Superintendent of Education, presented feedback received from the vetting process and highlighted recommended amendments to the Niagara Catholic Education Award of Distinction Policy (100.7), following the vetting process.

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

- Paragraph 1 – remove “*and continue to make*”

Moved by Trustee Marino

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Niagara Catholic Education Award of Distinction Policy (100.7), as amended.

**APPROVED**

**2. Governance Policies Prior to Vetting**

Nil

**3. Governance Policy Review Schedule**

Director Cipriano presented the Governance Policy Review Schedule. Following discussion, it was decided to include the Board By-Laws Policy (100.1) to the June schedule.

**D. COMMITTEE AND STAFF REPORTS**

**1. Program Resource Teacher-Tiered Model of Support**

Gino Pizzoferrato, Superintendent of Education provided background information on the Program Resource Teacher-Tiered Model of Support and introduced Program Resource Teachers Tania Barrick, Diane Bishop and Ann Marie Criddle.

Ms. Barrick, Ms. Bishop and Ms. Criddle presented the Tiered Model of Support report for Trustee information.

Ms. Barrick, Ms. Bishop and Ms. Criddle answered questions of Trustees.

2. **Niagara Catholic Applied Behaviour Analysis (ABA) Update 2023**

Superintendent Pizzoferrato provided background information on the Applied Behaviour Analysis report and introduced Angela De Lisio, BCBA and the ABA Leads Brooke Loughhead, Cathy McMullin and Julia Nicholson-Clarke.

Ms. De Lisio presented the Niagara Catholic Applied Behaviour Analysis Update 2023 report for information.

3. **Pope Francis Centre of Excellence**

Pat Rocca, Superintendent of Education presented the report on the Pope Francis Centre of Excellence.

Superintendent Rocca answered questions of Trustees.

4. **Draft 2023-2024 School Year Calendar & Meeting Dates**

Director Cipriano presented the Draft 2023-2024 School Year Calendar & Meeting Dates.

Moved by Trustee Marino

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Draft Board and Committee Meeting Dates Calendar 2023-2024, as presented.

**APPROVED**

5. **Monthly Updates**

5.1 **Student Trustees' Update**

Charlotte Johnstone, and Steffen Zylstra, 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 Pizzoferrato**

- The *Time to Shine* event organized and hosted by the Student Senate and the St. Paul community was most memorable and clearly enjoyed by all who attended. Plans are in place to build on this event.
- Unstoppable Tracey was well received at the Accessibility Conference for Elementary students and plans are underway to run a similar conference for our secondary students next year.
- The Student Support Department from Niagara Catholic was honored to be recognized in April by the LDANR with the *Outstanding Contributor Award*.

**Superintendent Forsyth-Sells**

- Our Lady of the Holy Rosary Catholic Elementary School celebrated their official Opening and Blessing on May 4, 2023.
- Canadian Martyrs Catholic Elementary School students and staff invited all parents/guardians to the school on May 5<sup>th</sup> to celebrate Catholic Education Week with *Our Reflections of God Gallery*.

- On Mary 3<sup>rd</sup>, St. Theresa Catholic Elementary School welcomed parents and grandparents to their *Book/Math Buddies Time*.
- Holy Cross Catholic Secondary School hosted the Math Olympics as a transition activity with Grades 7 and 8 students. Construction is moving along smoothly with the Special Education and Culinary Arts renovation. The Advanced Placement information night on April 20<sup>th</sup> was well attended by elementary students and their parents.

**Superintendent Rocca**

- On Friday, April 28, 2023, Niagara Catholic staff and students along with our Indigenous Community partners participated in the 2<sup>nd</sup> Annual Water Walk.

**Director Cipriano**

- At the During the May 4th Opening and Blessing of Our Lady of the Holy Rosary Catholic Elementary School, Mayor Ugolini made the announcement that a Thorold business owner had anonymously donated \$41,000 to Niagara Nutrition Partners, with \$19,390 of the donation specifically allocated to Our Lady of the Holy Rosary School. And a portion of the donation would benefit the Saint Kateri Tekakwitha Centre.

**E. INFORMATION**

**1. Trustee Information**

Nil

**F. OTHER BUSINESS**

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

- 1.1 Director Cipriano informed the Board that a report of the list of graduation dates will be provided at the May Board meeting.
- 1.2 St. Edward will be celebrating the 60<sup>th</sup> Anniversary with a Fun Fair on June 14<sup>th</sup> from 4 pm to 7 pm.
- 1.3 Indigenous Culture, Rights and Freedoms Training session will be held at 5:00 pm on May 23, 2023 prior to the Board meeting.

**G. BUSINESS IN CAMERA**

Nil

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

Nil

**I. ADJOURNMENT**

Moved by Trustee Marino

**THAT** the May 9, 2023 Committee of the Whole Meeting be adjourned.  
**CARRIED**

This meeting was adjourned at 8:07 p.m.

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Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **May 9, 2023.**

Approved on **June 6, 2023.**

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Rhianon Burkholder  
Vice-Chair of the Board

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Camillo Cipriano  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
JUNE 6, 2023**

***PUBLIC SESSION***

**TOPIC: GOVERNANCE POLICIES FOR RECOMMENDATION TO THE  
BOARD  
EMPLOYEE WORKPLACE HARASSMENT POLICY (201.7)**

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**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.

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Prepared by: Julia Tiessen, Executive Officer of Human Resources  
Presented by: Julia Tiessen, Executive Officer of Human Resources  
Recommended by: Camillo Cipriano, Director of Education/Secretary-Treasurer  
Date: June 6, 2023



Niagara Catholic District School Board  
**EMPLOYEE WORKPLACE HARASSMENT POLICY**  
 STATEMENT OF GOVERNANCE POLICY

200 – Human Resources

Policy No 201.7

Adopted Date: March 26, 2002

Latest Reviewed/Revised Date: June 22, 2022

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

The Niagara Catholic District School Board will not tolerate discrimination or harassment, including sexual and ethnocultural harassment in any workplace of the Board. ~~For clarity, Workplace harassment can come~~ **may arise at all Niagara Catholic schools and Board sites.** ~~from a variety of sources in the workplace,~~ including, but not limited to employees, supervisors, workers and members of the public. This policy applies to all ~~workers~~ **employees** and is intended to address workplace harassment from all sources, including employers, supervisors, workers and members of the public.

~~Niagara Catholic District School~~ **The** Board recognizes Workplace Harassment as;

**Engaging** in a course of vexatious comments or conduct against a worker in a workplace that is known or ought reasonably to be known as unwelcome, including but not limited to:

- Spreading rumours, gossip and innuendo;
- Offensive or intimidating comments or jokes;
- Bullying or aggressive behavior;
- Social isolation, ostracizing or ignoring a worker;
- Deliberately undermining someone or stopping that person ~~from~~ **from** completing his or her work;
- Belittling a worker about their work, achievements or hobbies;
- Assigning demeaning or insulting work;
- Displaying or circulating offensive pictures or materials;
- Inappropriate staring, spying and stalking;
- Sabotaging or tampering with a worker’s work, equipment or belongings;
- Workplace sexual harassment; and
- Isolating or insulting a worker because of gender identity

A reasonable action taken by an employer or supervisor relating to the management and direction of ~~workers~~ **employees** or the workplace is not workplace harassment.

Workplace Harassment includes sexual harassment, defined as;

Engaging in a course of vexatious comment, in any form, or conduct against a worker in a workplace because of, gender, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known as unwelcome or;

Making a sexual solicitation or advance, in any form, where the person making the solicitation or advance is in a position to confer, grant or deny a benefit of advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Without limiting the foregoing, some examples of workplace sexual harassment include:

- Unwanted sexual attention by a person who knows or ought reasonably to show that such attention is unwanted
- Express or implied promise of reward for complying with sexually-oriented request
- Sexually-oriented behavior or gender-based abusive and unwelcome conduct or comment that has

- the purpose or effect of creating an intimidating, hostile or offensive environment
- Making sexual jokes or other similarly offensive comments
- Posting or disseminating material, jokes, photographs, videos, or other material of sexual content.

~~Both male and female employees can be recipients of sexual harassment, which can be perpetuated by members of the opposite sex as well as those of the same sex.~~ While incidents ~~of~~ of sexual harassment are often characterized by an imbalance of power in the workplace, this is not necessarily always the case, with a co-worker and even a manager sometimes being the recipient of workplace harassment.

Workplace Harassment ~~also~~ includes ethnocultural harassment, defined as;

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.

Examples of Ethnocultural harassment include, but are not limited to:

- Unwelcome remarks, jokes or innuendos about a person's racial or ethnic origin, **color**, place of both, citizenship or ancestry
- Displaying racist or derogatory pictures or other offensive material
- Insulting gestures or practical jokes based on racial or ethnic grounds ~~with~~ **which** create awkwardness or embarrassment
- Refusing to work with someone ~~before or~~ **because of** ~~his or her~~ **their** racial or ethnic origin

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 of any kind has a responsibility to draw appropriate attention to it. Failure to take measures to address harassment in the workplace has legal implications for the employer under the Ontario Human Rights Code.

When a harassment complaint arises, the Board may decide to achieve resolution through a formal or informal process. Information gathered during this process **will be confidential and** will not be disclosed except to the extent necessary to protect fellow employees, to investigate, to take corrective action or as otherwise required by law.

The Board will deal with all claims in a fair and timely manner, respecting the dignity, ~~respect,~~ and privacy of all parties concerned as much as possible. Each party involved has equal rights at all steps throughout the process. This policy prohibits reprisals against individuals acting in good faith who report incidents of workplace harassment or act as witnesses. The ~~board~~ **Board** will take all reasonable and practical measures to prevent reprisals, threats of reprisals, or further harassment. Reprisal is defined as any act of retaliation, either direct or indirect.

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 Operational 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](#) **Link does not work**
- [Ontario Human Rights Code 1990](#)
- [Teaching Profession Act](#)
- [Human Rights Legal Support Centre](#) **Link does not work**
- [Employee Assistance Program](#)
  
- **Niagara Catholic District School Board Policies/Procedures**
  - [Access to Board Premises AOP \(302.6.3\)](#)

- [Code of Conduct Policy \(302.6.2\)](#)
- [Complaint Resolution Policy \(800.3\)](#)
- [Employee Code of Conduct and Ethics Policy \(201.17\)](#)
- [Employee Workplace Violence Policy \(201.11\)](#)
- [Privacy Policy \(600.6\)](#)
- [Records and Information Management Policy \(600.2\)](#)
- [Trustee Code of Conduct Policy \(100.12\)](#)
- [Protocol Between Niagara Region Police Service and the Niagara Catholic District School Board](#)

<b>Adopted Date:</b>	March 26, 2002
<b>Revision History:</b>	February 23, 2010 February 28, 2012 November 26, 2013 February 24, 2015 June 21, 2016 May 23, 2017 November 27, 2018 July 10, 2019 October 22, 2019 April 27, 2021 February 9, 2022 June 22, 2022

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
JUNE 6, 2023**

***PUBLIC SESSION***

**TOPIC: GOVERNANCE POLICIES FOR RECOMMENDATION TO THE  
BOARD  
EMPLOYEE WORKPLACE VIOLENCE POLICY (201.11)**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Employee Workplace Violence Policy (201.11), as presented.

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Prepared by: Julia Tiessen, Executive Officer of Human Resources  
Presented by: Julia Tiessen, Executive Officer of Human Resources  
Recommended by: Camillo Cipriano, Director of Education/Secretary-Treasurer  
Date: June 6, 2023



Niagara Catholic District School Board  
**EMPLOYEE WORKPLACE VIOLENCE POLICY**  
 STATEMENT OF GOVERNANCE POLICY

200 – Human Resources

Policy No 201.11

Adopted Date: March 26, 2002

Latest Reviewed/Revised Date: May 25, 2022

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

The Board believes that the eradication of workplace violence **at all Niagara Catholic District schools and Board sites, in the school/workplace** is the joint responsibility of the employer and the employee. Therefore, any employee who becomes aware of a potential workplace violence situation has a responsibility to report it immediately **to their supervisor**.

Workplace **v**iolence will not be tolerated under any circumstances. **T**he Board will achieve resolution through a formal process. ~~During the process~~ **A**ll information gathered ~~is to~~ **will** be kept confidential.

If an employee believes they are at risk of violence in the workplace, including domestic violence, they must advise their employer. ~~and~~ **T**he employer will ~~take the appropriate steps and~~ follow the Administrative Operational Procedures ~~for this policy~~, which may include seeking the assistance of the police.

~~Where the occasion of workplace violence arises, the Board will achieve resolution through a formal process. During the process all information gathered is to be kept confidential.~~

In accordance with current legislation in the Province of Ontario, the Board will assess the risks of workplace violence ([Appendix A](#)) that may arise from the nature of the workplace, and provide relevant training, information and instruction to the employees.

~~This Policy is to be applied in connection to the following Board Policies that support dealing with employee behavior, progressive discipline, conflict resolution and school safety: Code of Conduct, Access to School Premises, Criminal Background Check, Occupational Health and Safety, Employee Workplace Harassment as well as the Police and School Board Protocol.~~

The Board will review this policy with respect to workplace violence, 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 Operational Procedures](#) for the implementation of this policy.

### References

- [\*\*Bill 168: Occupational Health and Safety Amendment Act \(Violence and Harassment in the Workplace 2009\)\*\*](#)
- [\*\*Human Rights Code\*\*](#)
- [\*\*Municipal Freedom of Information and Protection of Privacy Act\*\*](#)
- [\*\*Occupational Health & Safety Act \(December 2009\)\*\*](#)
- [\*\*Workplace Violence in School Boards: A Guide to the Law\*\*](#)
- [\*\*Niagara Catholic District School Board Policies/Procedures\*\*](#)
  - [\*\*Access to Board Premises AOP \(302.6.3\)\*\*](#)
  - [\*\*Code of Conduct Policy \(302.6.2\)\*\*](#)
  - [\*\*Complaint Resolution Policy \(800.3\)\*\*](#)

- [\*Employee Code of Conduct and Ethics Policy \(201.17\)\*](#)
- [\*Employee Workplace Harassment Policy \(201.7\)\*](#)
- [\*Privacy Policy \(600.6\)\*](#)
- [\*Records and Information Management Policy \(600.2\)\*](#)
- [\*Trustee Code of Conduct Policy \(100.12\)\*](#)
- [\*Protocol Between Niagara Region Police Service and the Niagara Catholic District School Board\*](#)

<b>Adopted Date:</b>	<b>April 23, 2002</b>
<b>Revision History:</b>	<b>June 15, 2010</b>
	<b>November 23, 2010</b>
	<b>December 20, 2011</b>
	<b>November 26, 2013</b>
	<b>February 24, 2015</b>
	<b>June 21, 2016</b>
	<b>May 23, 2017</b>
	<b>November 27, 2018</b>
	<b>April 27, 2021</b>
	<b>May 25, 2022</b>



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
JUNE 6, 2023**

***PUBLIC SESSION***

**TOPIC: GOVERNANCE POLICIES FOR RECOMMENDATION TO THE  
BOARD  
OCCUPATIONAL HEALTH AND SAFETY POLICY (201.6)**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Occupational Health and Safety Policy (201.6), as presented.

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Prepared by: Julia Tiessen, Executive Officer of Human Resources  
Presented by: Julia Tiessen, Executive Officer of Human Resources  
Recommended by: Camillo Cipriano, Director of Education/Secretary-Treasurer  
Date: June 6, 2023



Niagara Catholic District School Board  
**OCCUPATIONAL HEALTH & SAFETY POLICY**  
STATEMENT OF GOVERNANCE POLICY

200 – Human Resources

Policy No 201.6

Adopted Date: January 29, 2002

Latest Reviewed/Revised Date: May 25, 2022

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, respectful and healthy workplace and learning environment for all employees, students, volunteers, visitors and contractors.**

~~believes that the prevention of employee occupational illness and injury, and the prevention of accidents to volunteers, students, and visitors on Board premises, is of the utmost importance.~~

The Board, ~~therefore,~~ **shall take all reasonable precautions to maintain a safe a working environment as possible and take all reasonable precautions to prevent injury or occupational illness at all Niagara Catholic District schools and Board sites. and is committed to providing a safe, respectful and healthy workplace and learning environment for all employees, students, volunteers, visitors and contractors.**

The Board **supports Joint Health and Safety Committees at school and Board sites for the continuous** ~~is committed to continuously~~ **improving** of health and safety practices and performance in compliance with the Occupational Health and Safety Act.

The Director of Education ~~shall~~ **will** issue [Administrative Operational Procedures](#) for the implementation of this Policy.

**Reference**

- [Occupational Health and Safety Act and Regulations for Industrial Establishments, R.S.O. 2001, Chapter 0.1](#)

<b>Adopted Date:</b>	January 29, 2002
<b>Revision History:</b>	December 20, 2011 November 26, 2013 June 21, 2016 May 23, 2017 November 27, 2018 May 25, 2021 May 25, 2022

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
JUNE 6, 2023**

*PUBLIC SESSION*

**TOPIC: GOVERNANCE POLICIES PRIOR TO VETTING  
BOARD BY-LAWS POLICY (100.1)**

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Prepared by: Camillo Cipriano, Director of Education/Secretary-Treasurer  
Presented by: Camillo Cipriano, Director of Education/Secretary-Treasurer  
Date: June 6, 2023



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**BOARD BY-LAWS**

Pursuant to the provisions of the *Education Act* and its Regulations, the By-Laws of the Niagara Catholic District School Board shall regulate the powers and responsibilities of the Board, its officers and committees, and shall be observed for the procedure and dispatch of business at the meetings of the Board and its committees.

The By-Laws of the Niagara Catholic District School Board shall be approved by the Board and reviewed bi-annually as directed by the Board or recommended by the Director of Education/Secretary-Treasurer.

Definitions used in these By-Laws and not otherwise defined in the text shall have the meanings set out in the attached Definitions Schedule.

**BOARD ORGANIZATION**

The administrative organization of Niagara Catholic District School Board shall be subject to periodic review to ensure that it is designed to meet the needs of the school system.

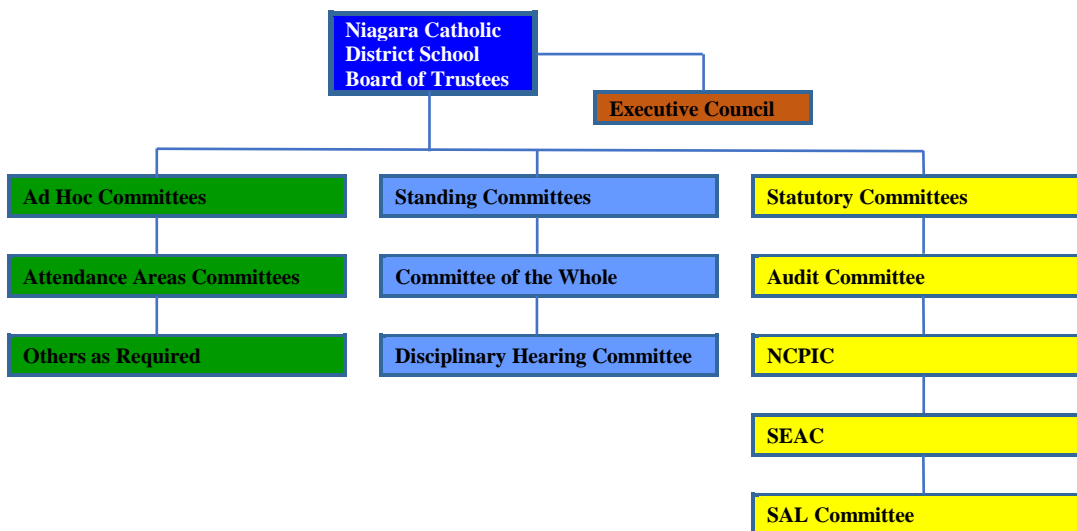
**1. NAME AND JURISDICTION OF THE BOARD**

The name of the Board shall be “Niagara Catholic District School Board” and it shall have jurisdiction as is provided by the *Education Act* and Regulations.

**2. MISSION STATEMENT**

”We are a Christ-centred Catholic faith community that celebrates diversity and fosters spiritual growth, inspiring all to reach their full potential in mind, body and spirit.”

**3. ORGANIZATION CHART**



## 4. STRUCTURE OF THE BOARD

The Structure of the Board, its Sections and its Committees will be set up according to the Organization Chart in Section 3 and the following description.

### i. **Board of Trustees**

The Board shall be composed of all eight (8) Trustees and the two (2) Student Trustees and shall perform duties in accordance with the *Education Act* and its Regulations, Board By-Laws and Governance Policies.

### ii. **Executive Council**

The Executive Council shall be composed of the Chair of the Board, the Vice-Chair of the Board and the Director of Education/Secretary-Treasurer. It shall review and assist with the preparation of the agendas for Committee of the Whole and Board meetings.

### iii. **Committees**

The Board is required by the *Education Act* to have the following Statutory Committees:

- Audit Committee
- Niagara Catholic Parent Involvement Committee (NCPIC)
- Special Education Advisory Committee (SEAC)
- Supervised Alternative Learning Committee (SAL)

In addition the Board has the following standing committees:

- Committee of the Whole
- Disciplinary Hearing Committee

The Board may also put in place other committees as required from time to time.

### iv. **Terms of Reference**

#### **Audit Committee**

The Audit Committee is a statutory Committee of the Board established annually. The composition and role of the Audit Committee is outlined in the *Education Act* and its Regulations and in particular O. Reg 361/10 – *Audit Committee*.

The Audit Committee assists the Board in fulfilling its duties related to financial governance and oversight. The duties of the Audit Committee fall under the following key areas: the financial reporting process, internal control framework, risk management practices, performance and function of the Board's internal and external auditors and the Board's compliance with its obligations under legislation.

The Audit Committee shall meet at least three (3) times in each fiscal year, plus Ad Hoc meetings as the Chair considers advisable and shall be governed in accordance with section 11 of O. Reg 361/10. At the first meeting of the Audit Committee in each fiscal year, the members of the committee shall elect the Chair of the committee for the fiscal year of the Board from among the members appointed to the committee. If at any meeting of the Audit Committee the Chair is not present, the members present may elect a Chair for that meeting.

The Committee is made up of three (3) trustees and two (2) who are not members of the Board, all as approved by the Chair, Vice-Chair and the Director of Education.

## **Niagara Catholic Parent Involvement Committee (NCPIC)**

The Niagara Catholic Parent Involvement Committee is a statutory Committee of the Board established annually, but prior to November 15<sup>th</sup> of the school year and before the first meeting of the committee in the school year. The composition and role of the Parent Involvement Committee is outlined in the *Education Act* and its Regulations and in particular O. Reg 612/00 - *School Councils And Parent Involvement Committees*.

The purpose of the Niagara Catholic Parent Involvement Committee (NCPIC) is to support, encourage and enhance parent engagement at the Board level in order to improve student achievement and well-being. The NCPIC provides information and advice on parent engagement to the Board; communicates with and supports Catholic School Councils of the Board; and undertakes activities to help parents of pupils of the Board support their children's learning at home and at school.

The NCPIC is comprised of the number of parent members the Board determines appropriate; the Director of Education/Designate; two (2) members of the Board appointed by the Board and the number of community representatives, specified in the By-Laws of the NCPIC. Subject to the By-Laws of the NCPIC, the Board may appoint one (1) elementary principal, one (1) secondary principal, one (1) elementary teacher other than a principal or vice-principal, one (1) secondary teacher other than a principal or vice-principal and one (1) person employed by the Board, other than a principal, vice-principal or teacher.

The NCPIC shall meet at least four (4) times in each school year and shall be governed in accordance with s. 40 of O. Reg 612/00.

## **Special Education Advisory Committee (SEAC)**

The Special Education Advisory Committee is a statutory Committee of the Board established annually. The Special Education Advisory Committee will be responsible to the Board for examining, reviewing and making recommendations, as appropriate, relative to the provision of special education programs and services. The composition and role of the Special Education Advisory Committee is outlined in the *Education Act* and its Regulations and in particular O. Reg 464/97, *Special Education Advisory Committees*.

## **Supervised Alternative Learning (SAL)**

The Supervised Alternative Learning for Excused Pupils Committee is a statutory Committee of the Board established annually. The composition and role of the Supervised Alternative Learning for Excused Pupils Committee is outlined in the *Education Act* and its Regulations and in particular O. Reg 374/10 - *Supervised Alternative Learning And Other Excusals From Attendance At School*.

# **5. OFFICERS OF THE BOARD**

The Officers of the Board shall consist of the Chair, the Vice-Chair of the Board who are elected trustees, and the Director of Education/Secretary-Treasurer, who is the Chief Executive Officer. They shall have such duties as are assigned to them by the *Education Act* and its Regulations, Board By-Laws and Governance Policies.

## 6. DUTIES OF BOARD OFFICIALS

### i. Trustees of the Board

In accordance with the *Education Act* and its Regulations, trustees, in addition to other duties under the *Education Act* and its Regulations, Board By-Laws and Governance Policies, are required to:

- (a) act in the best interest of publicly funded Catholic Education;
- (b) carry out their responsibilities in a manner that assists the Board in fulfilling its duties under the *Education Act*, the Regulations and the guidelines issued under the Act, Board By-Laws and Board Governance Policies;
- (c) attend and participate in meetings of the Board, including meetings of Board committees of which they are members;
- (d) consult with parents, students and supporters of the Board on the Boards Multi-Year Strategic Plan;
- (e) bring concerns of parents, students and supporters of the Board to the attention of the Board;
- (e) uphold the implementation of any Board resolution after it is passed by the Board;
- (f) entrust the day to day management of the Board to its staff through the Director of Education;
- (g) promote student achievement and well-being;
- (h) ensure effective stewardship of the Board's resources;
- (i) develop, monitor and evaluate the effectiveness of Governance Policies;
- (j) develop and annually review the Board Multi-Year Strategic plan;
- (k) comply with the Board Code of Conduct Policy as addressed in Section 21 of these By-Laws.

### ii. Chair of the Board

In accordance with the *Education Act* and its Regulations, the Chair of the Board, in addition to other duties under the *Education Act* and its Regulations, Boards By-Laws and Governance Policies, is required to:

- (a) act in the best interest of publicly funded Catholic Education;
- (b) preside over meetings of the Board;
- (c) conduct the meetings in accordance with the Boards procedures and practices for the conduct of Board meetings;
- (d) establish agendas for Committee of the Whole and Board Meetings, in consultation with the Director of Education or the Supervisory Officer acting as the Boards Director of Education;
- (e) ensure that members of the Board have the information needed for informed discussion of the agenda items;
- (f) with the Director of Education, act as spokesperson to the public on behalf of the Board, unless otherwise determined by the Board;
- (g) convey the decisions of the Board to the Director of Education or the Supervisory Officer acting as the Director of Education;
- (h) provide leadership to the Board in maintaining the Board's focus on the Multi-Year Strategic Plan;
- (i) provide leadership to the Board in maintaining the Board's focus on the Boards Mission, Vision and Values;
- (j) serve as an Ad Hoc member of any Board committee;
- (k) be an official signing officer of the Board;
- (l) assume such other responsibilities as may be specified by the Board; and
- (m) perform such duties as are related to their position as a trustee.



ii. **Vice-Chair of the Board**

In accordance with the *Education Act* and its Regulations, the Vice-Chair of the Board, in addition to other duties under the *Education Act* and its Regulations, Boards By-Laws and Governance Policies, is required to;

- (a) act in the best interest of publicly funded Catholic Education;
- (b) act in place of the Board Chair when absent and fulfill the duties of the Chair of the Board
- (c) chair Committee of the Whole and Board Meetings;
- (d) perform such duties as determined by the Board or by the Chair;
- (e) perform such duties as are related to their position as a trustee; and
- (f) be an official signing officer of the Board and shall assume all responsibilities and duties of the Chair in the event that the Chair is absent or incapacitated for a period exceeding forty-eight (48) hours.

iii. **Director of Education – Chief Executive Officer**

The Director of Education is the Chief Education Officer and the Chief Executive Officer (CEO) of the Board. The Chief Executive Officer of a Board shall ensure that Board staff comply with the duties under the *Education Act* and its Regulations, Board By-Laws and Governance Policies established by the Board and shall develop and maintain an effective organization and programs required to implement the *Education Act* and its Regulations, Board By-Laws, Governance Policies and Administrative Operational Procedures.

In accordance with the *Education Act* and its Regulations, the Director of Education, in addition to other duties under the *Education Act* and its Regulations, Board By-Laws and Governance Policies, is required to;

- (a) act in the best interest of publicly funded Catholic Education;
- (b) oversee the day to day management of the Board through Board staff;
- (c) annually review with the Board the Multi-Year Strategic Plan;
- (d) ensure that the Multi-Year Strategic Plan establishes the Board's priorities and identifies specific measures and resources that will be applied in achieving the priorities and in carrying out its duties under the *Education Act*, in particular, its responsibility for student achievement;
- (e) implement and monitor the implementation of the Multi-Year Strategic Plan; and other reports as required as CEO of the Board or as determined by Executive Council or by Board motion to provide the Board with information to fulfill their duties as trustees and as CEO of the Board;
- (f) report periodically to the Board on the implementation of the Multi-Year Strategic Plan and other reports as required as CEO of the Board and as determined by Executive Council or by Board motion to provide the Board with information to fulfill their duties as trustees and as CEO of the Board;
- (g) act as Secretary to the Board;
- (h) immediately upon discovery, bring to the attention of the Board any act or omission by the Board that in the opinion of the Director of Education may result in or has resulted in a contravention of the *Education Act* or any policy, guideline or regulation made under the *Education Act*; and
- (i) advise the Deputy Minister of Education if the Board does not respond in a satisfactory manner to an act or omission brought to its attention under clause (h).

iv. **Board Officers**

The duties of Board Officers shall be as outlined in the *Education Act* and its Regulations and in the job description and Terms and Conditions approved by the Board from time to time.

## 7. INAUGURAL MEETING OF THE BOARD

- i. The Board shall hold its Inaugural Meeting not later than seven days after the day on which the term of office of the board commences on such date and at such time and place as the Board determines and, failing such determination, at 8 p.m. at the head office of the Board on the first Wednesday following the commencement of the term of office. Notwithstanding the foregoing, on the petition of a majority of the members of a newly elected or appointed Board, the appropriate supervisory officer may provide for calling the first meeting of the Board at some other time and date.
- ii. The Agenda for the Inaugural Meeting of the Board will be:

### A. ROUTINE MATTERS

1. Meeting Called to Order – (*Director of Education or Designate*)
2. Land Acknowledgement
3. Opening Prayer (*Bishop of St. Catharines or Designate*)
4. Roll Call
5. Declaration of Conflict of Interest
6. Returns of Election – (*Director of Education*)
7. Declaration of Office and Oath of Allegiance (*Director of Education or Designate*)
8. Election of Chair and Vice-Chair
9. Chair’s Remarks
10. Vice-Chair’s Remarks
11. Appointment of Board Auditors
12. Board Committees

### B. MOMENT OF SILENT REFLECTION

### C. ADJOURNMENT

- iii. At the Inaugural Meeting following a municipal election, the Director of Education shall read the returns of the election to the Board as certified to them by the municipal clerks and may request that a Judge attend the Inaugural Meeting to take the Declaration and the Oath of Allegiance as set out in the *Education Act*.
- iv. At the Inaugural Meeting following a municipal election, every person elected to the Board shall make and sign the Declaration and the Oath of Allegiance before the Director of Education/Secretary-Treasurer of the Board or before any person authorized to administer an oath unless such requirement was fulfilled prior to the organizational meeting.
- v. **Election of Chair & Vice-Chair**
  - (a) The members shall elect one of themselves to be Chair at the Inaugural Meeting and at the first meeting after a vacancy occurs in the office of Chair.
  - (b) The Director of Education shall name the scrutineers appointed for the election of the Chair and Vice-Chair.
  - (c) The election of the Chair shall be by nomination and vote by ballot. The candidate receiving a clear majority of votes cast by all members present shall be elected but the count shall not be declared. Should no candidate receive a clear majority of votes cast, the candidate receiving the least number of votes shall be dropped and balloting shall be continued in this manner until a majority of ballots cast shall be in favour of one (1)

person or an equality of votes results in a tie, in which case one (1) further ballot shall be held. If an equality of votes shall result again, the candidates shall draw lots (straws) to fill the position. The drawing of lots shall be done in alphabetical order and the person who draws the longest straw shall be elected.

- (d) The person elected Chair shall be Chair until the next organizational meeting and shall at once take the chair and preside over the election of Vice-Chair (in the manner set out with respect to the election of the Chair in section (v (c) above) and the further conduct of the meeting. The Chair has the right to vote as any other trustee for the position of Vice-Chair. The person elected Vice-Chair shall be Vice-Chair until the next organizational meeting of the Board.
- (e) Ballots - The scrutineers shall be instructed by resolution to destroy the ballots.

## 8. ANNUAL ORGANIZATIONAL MEETING OF THE BOARD

- i. Excluding the Inaugural Meeting of the Board, annually, the first Tuesday of December will be designated as the Annual Organizational Meeting unless otherwise determined by the Board.
- ii. At such meeting, at the appointed time, the Director of Education who is the Chief Executive Officer (CEO) or in their absence a person designated by a two-thirds (2/3) majority of the trustees present at the meeting shall preside until the election of the Chair.
- ii. **The Agenda for the Annual Organizational Meeting of the Board will be:**

### A. ROUTINE MATTERS

1. Meeting Called to Order (*Director of Education or Designate*)
2. Land Acknowledgement
3. Opening Prayer and Comments (*Bishop of St. Catharines or Designate*)
4. Roll Call
5. Approval of Agenda
6. Declaration of Conflict of Interest
7. Election Procedures
8. Election of Chair
9. Election of Vice-Chair
10. Chair's Remarks
11. Vice-Chair's Remarks

### B. COMMITTEE AND STAFF REPORTS

1. Board Committees

### C. MOMENT OF SILENT REFLECTION FOR LIFE

### D. ADJOURNMENT

### iii. Election of Chair & Vice-Chair

- (a) The members shall elect one of themselves to be Chair at the Annual Organizational Meeting.
- (b) The Director of Education/CEO shall name the scrutineers appointed for the election of the Chair and Vice-Chair.

- (c) The election of the Chair shall be by nomination and vote by ballot. The candidate receiving a clear majority of votes cast by all members present shall be elected but the count shall not be declared. Should no candidate receive a clear majority of votes cast, the candidate receiving the least number of votes shall be dropped and balloting shall be continued in this manner until a majority of ballots cast shall be in favour of one (1) person or an equality of votes results in a tie, in which case one (1) further ballot shall be held. If an equality of votes shall result again, the candidates shall draw lots (straws) to fill the position. The drawing of lots shall be done in alphabetical order and the person who draws the longest straw shall be elected.
- (d) The person elected Chair shall be Chair until the next organizational meeting and shall at once take the chair and preside over the election of Vice-Chair (in the manner set out with respect to the election of the Chair in section (iii. (c) above) and the further conduct of the meeting. The Chair has the right to vote as any other trustee for the position of Vice-Chair. The person elected Vice-Chair shall be Vice-Chair until the next organizational meeting of the Board.
- (e) Ballots - The scrutineers shall be instructed by resolution to destroy the ballots.

## 9. REGULAR MEETINGS OF THE COMMITTEE OF THE WHOLE AND BOARD

### **i. Schedule of Meetings**

All regular Committee of the Whole and Board Meetings will be communicated publicly before the start of the school year. With some exceptions, Regular-regular meetings of the Committee of the Whole shall be held on the second Tuesday of the month, except July and August when there shall be no meetings. With some exceptions, tThe Board Meeting shall be held on the fourth Tuesday of the month, except July and August when there shall be no meetings, unless otherwise decided by the Board or the Director of Education, in consultation with the Chair of the Board. In the event of a change to the posted schedule of meetings, the change will be publicly communicated through the Board's communication process.

### **ii. Agenda Distribution**

A copy of the agenda for regular meetings of the Committee of the Whole and the Board shall be transmitted electronically to Trustees and to Senior Administrative Council through the Director of Education/Secretary-Treasurer of the Board at least two (2) clear days, including Saturday and Sunday, before the time of the meeting.

To the extent possible, agendas with background material will be posted on the Board's website the day before the regular scheduled meetings.

Hard copies of the agenda will also be available for the public in attendance at meetings. Portions of the agenda dealing with In-Camera items shall be distributed only to Board members and if applicable to Supervisory Officers.

### **iii. Physical Presence**

The Chair or designate, the Vice-Chair or designate and the Director of Education/Secretary to the Board or designate must be physically present at all public (open) and in-camera (closed) sessions of the Board Meeting in the Board Room or at a site otherwise determined by the Board.

The Chair or designate, the Director of Education or designate and at least one (1) other Trustee

must be physically present at all public (open) and in-camera (closed) sessions of an electronic meeting of the Board Meeting in the Board Room or at a site otherwise determined by the Board. ~~Effective November 15, 2022 the Chair or designate~~ All Trustees must be physically present for at least ~~half of the~~ three (3) public (open) meetings of the Board for any 12 month period beginning November 15~~th~~. ~~and The Board may also provide that~~ require the chair or designate must to be physically present for a greater proportion of meetings.

~~The foregoing is only applicable as of November 15, 2022.~~

**iv. Amendment of Agenda**

The agenda may be amended at the opening of the meeting with the consent of the majority of the trustees present at the meeting.

**v. Trustee Absences and Attendances at Meetings**

Trustees are expected to attend all Board meetings and all meetings of Board committees of which they are members, either physically or through electronic means. A member of the Board who participates in a meeting through electronic means in compliance with Reg 463/97 – *Electronic Meetings and Meeting Attendance*, is considered to be present at the meeting. (Reference Board Policy: 100.8 – Electronic Meetings Board and Committees)

A trustee who is unable to attend a scheduled Board meeting must request that the Board excuse them at that Board meeting, by so requesting through the Director of Education/Secretary-Treasurer of the Board. Trustees excused from a Board meeting will be marked as excused in the official minutes of the Board.

A trustee, who, prior to the adjournment of a meeting, have excused themselves or depart at any time during a Board meeting for the remainder of the meeting, will have the time of departure noted in the official minutes of the Board.

Trustees who are not excused from attendance at a Committee of the Board or a Board meeting or fail to notify the Director of Education/Secretary-Treasurer of the Board or designate if unable to attend a Committee of the Board or Board meeting will be marked as absent in the official minutes of the Committee of the Board or Board meeting.

Subject to any exemptions identified in O. Reg 463/97, a trustee must be physically present in the meeting room of the Board for at least three regular meetings of the Board during each 12-month period beginning November 15, 2022. A trustee will lose his or her seat for being absent for three (3) consecutive meetings of the Board, including special meetings of the Board, without being authorized as entered in the minutes.

Trustees are required to notify the Director of Education/Secretary-Treasurer of the Board if unable to attend a Committee of the Whole or a Board meeting.

**vi. Closing Hour of Meeting**

The Board and all its committees shall not remain in session later than 9:30 p.m. unless a time is otherwise determined by a 2/3 majority of the trustees present at the time such determination is made.

**vii. Presiding Officer**

In the absence of the Chair, the Vice-Chair shall preside. In the absence of both the Chair and the Vice-Chair, the Director of Education/Secretary-Treasurer of the Board shall call the meeting to order and if there is quorum the Director of Education/Secretary-Treasurer shall

request that the trustees present at the meeting appoint a Chair for the meeting by a vote of the trustees present at the meeting. In the case of an equality of votes at the election of a Chair, the candidates shall draw lots to fill the position of Chair.

In the absence of the Vice-Chair, the Chair will select the Vice-Chair to preside with the Chair.

In the absence of the Director of Education/Secretary-Treasurer from any meeting, the Chair or other member presiding may appoint any member or other person to act as secretary for that meeting.

## 10. SPECIAL MEETINGS OF THE BOARD

Special meetings of the Board shall be held by order of the Board, on the written request of three (3) trustees, to the Chair or the Director of Education, on the call of the Chair, or at the request of the Director of Education. The trustees shall be given a twenty-four (24) hour notice for special meetings except in emergency situations. Such meetings shall be called for specific reasons. Such subjects shall be stated in the notice calling the meeting. Notwithstanding any other provisions to the Boards By-Laws, no other business shall be considered at a special meeting other than the subjects stated in the notice.

## 11. ELECTRONIC MEETINGS OF THE BOARD

The Chair or designate, the Director of Education or designate and at least one (1) other trustee must be physically present at all public (open) and in-camera (closed) sessions of an electronic meeting of the Board ~~Meeting~~ in the Board Room or at a site otherwise determined by the Board for at least ~~half~~ three (3) public (open) meetings of the meetings for any 12 month period beginning November 15, 2022 and may provide that the Chair or designate must be physically present for a greater proportion of meetings.

At the request of a trustee or student trustee to join any meeting electronically, the Board shall provide the appropriate technology to ensure that two way communication is available for trustee participation in the meeting. A written request to join electronically shall be made to the Director of Education a minimum of forty-eight (48) hours (excluding weekends or holidays) prior to the date of the meeting. At the discretion of the Chair, failure to notify the Director within the minimum timeframe may result in the Trustee being marked as an unexcused absence.

Subject to any condition or limitations provided for under the *Education Act* or its Regulations, a member of the Board who participates in the full Committee of the Whole meeting, Board meeting or Committee meeting through electronic means shall be deemed to be present at the said meeting for the purposes of every *Act* and shall be recorded as being in attendance, electronically, in the minutes of the meeting. (Reference Board Policy: 100.8 – Electronic Meetings (Board and Committees).

A trustee or student trustee will be entitled to vote on any matter on which they are eligible to vote.

## 12. QUORUM

- i. At all meetings of the Board, the presence of a majority of all trustees constituting the Board shall be necessary to form a quorum.
- ii. At meetings of all Committees of the Board the presence of a majority of all trustees constituting the committee shall be necessary to form a quorum.

- iii. Trustee attendance at Board and Committee meetings and notification of absence is dealt with under Trustee Absence and Attendance at Meetings within these By-Laws (Section 9 Sub v).
- iv. Where required, alternates to Board Committees will be determined at the time of selection to Board Committees, recorded in the minutes and posted on the Board Committee Membership Form. Alternates have all rights and privileges as the appointed trustee.
- v. Only Board approved alternates may represent the Board on Board Committees and participate on Board committees.
- vi. Unless there is a quorum present within thirty (30) minutes after the time appointed for the start of the meeting, the Director of Education/Secretary-Treasurer of the Board or Chair of the Board Committee shall record the names of those present, the time of adjournment, and the Board and its Committees shall stand adjourned.
- vii. Board appointed ex-officio members of committees are not to be considered in the count for a quorum but, if present, have the right to vote.

### 13. RIGHT OF THE PRESIDING OFFICER TO VOTE

The presiding officer, except where he or she is the Chief Executive Officer and is not a trustee, may vote only once with the other members of the Board upon all motions, and any motion on which there is an equality of votes is lost. The presiding officer shall be recorded as voting yea, nay or abstaining on a recorded vote.

### 14. ACCESS TO MEETING

- i. The meetings of the Board, and meetings of committees of the Board, including the Committee of the Whole, shall be held on regular meeting dates, and shall be open to the public, except when the subject matter under consideration involves:
  - (a) the security of the property of the Board;
  - (b) the disclosure of intimate, personal or financial information in respect of a member of the Board or committee, an employee or prospective employee of the Board or a pupil or their parent or guardian;
  - (c) the acquisition or disposal of a school site;
  - (d) decisions in respect of negotiations with employees of the Board;
  - (e) litigation or possible litigation affecting the Board; or
  - (f) an ongoing investigation under the *Ombudsman Act* respecting the Board.
- ii. ~~To the extent possible all~~ All public meetings will be live streamed, ~~recorded~~ and accessible to the public during the meeting. All in-camera meetings ~~will~~ may also be recorded but not accessible to the public unless challenged by the Ombudsman.
- iii. The presiding officer shall expel or exclude from any meeting any person(s) who is demonstrating improper conduct at the meeting.

### 15. ACCESS TO RECORDS

Any person may, at all reasonable hours, at the head office of the Board (Catholic Education Centre, 427 Rice Road, Welland, Ontario), inspect the minute book, the audited annual financial report and the current accounts of the Board and, upon written request of any person and upon the

payment to the Board at the rate in compliance with legislation or at such lower rate as the Board may fix, the Director of Education/Secretary-Treasurer of the Board shall furnish copies of them or extracts therefrom certified under their hand in accordance with the *Freedom of Information and Protection of Privacy Act* and all relevant legislation and regulations.

## 16. DELEGATIONS

- i.
  - (a) Any Niagara Catholic School supporter (a “Delegation”) may request to address or ask questions of the Board.
  - (b) The Delegation or individual must provide the request in writing to the Director of Education or the Chair of the Board, at least 6 (six) days prior to the next regular meeting of the Board at which the Delegation may be heard.
  - (c) The decision to allow the Delegation rests with Executive Council.
  - (d) The request shall contain the topic to be discussed or questions to be asked and the identity of the Spokesperson(s).
  - (e) Copies of the complete presentation shall be shared with the Board or Committee at the same time that the agenda is distributed.
  - (f) In any case, the subject matter of the Delegation will not be discussed nor will a decision be made at the meeting at which the presentation is made.
  - (g) Following the presentation by the Delegation, questions of clarification only will be allowed by the Chair.
  - (h) A Delegation’s presentation will be limited to ten (10) minutes with a ten (10) minute question period following. Amendments as to the length of time and the number of delegations are at the discretion of the Chair.
  - (i) In Camera rules shall apply to Delegations of an In Camera nature.
  - (j) The person or persons wishing to address the Board, Section or Committee shall be notified of the date, time and location of the meeting at which the presentation may be made.
  - (k) Delegations will upon notification have these regulations shared with them prior to their presentation.
- ii. Notwithstanding the above, the Board retains discretion to decide all matters concerning Delegations. Decisions however, will not be discussed nor decided at the meeting at which the presentation is made.

## 17. OPEN QUESTION PERIOD

The purpose of the Open Question Period is to allow members of the Catholic school supporting public to ask about items on that night’s public agenda ~~or any previous agendas~~, and the Board to answer.

- i. Questions shall be submitted in writing to the Chair or Director of Education/Secretary-Treasurer to the Board prior to ~~the commencement of the Open Question Period and if possible prior to the beginning~~ 6:00 p.m. on the day of the Board meeting, ~~along with~~. The submission must include the name, address and telephone number of the questioner.
- ii. The Director of Education or designate will validate that the individual submitting the question is a member of the Catholic school supporting public through the Municipal Property Assessment Corporation.
- iii. The Chair will determine the validity of the questions.



- iv. The Open Question Period will last a maximum of fifteen (15) minutes. The Chair will attempt to provide a response or direct the question to another trustee or to the Director of Education. If no immediate response can be provided, a verbal response will be communicated by the Board to the questioner at the earliest possible date, through the Director of Education as Secretary to the Board. Copies of any written responses to question will be added to the minutes of the subsequent regular Board meeting.

## **18. ORDER OF BUSINESS**

### **THE ORDER OF BUSINESS FOR THE COMMITTEE OF THE WHOLE SHALL BE AS FOLLOWS:**

- A. Routine Matters**
  1. Opening Prayer
  2. Roll Call
  2. Approval of Agenda
  4. Declaration of Conflict of Interest
  5. Approval of Minutes of Board Meeting
  6. Consent Agenda Items
- B. Presentations**
- C. Governance Policies**
- D. Committee and Staff Reports**
- E. Information**
- F. Other Business**
- G. Business In-Camera**
- H. Report on the In Camera Session**
- I. Adjournment**

### **THE ORDER OF BUSINESS FOR BOARD MEETINGS SHALL BE AS FOLLOWS:**

- A. Routine Matters**
  1. Land Acknowledgement
  2. Opening Prayer
  3. Roll Call
  4. Approval of Agenda
  5. Declaration of Conflict of Interest
  6. Approval of Minutes of Board Meeting
  7. Consent Agenda Items
- B. Delegations**
- C. Presentations**
- D. Committee and Staff Reports**
- E. Trustee Items, Open Question Period & Other Business**

- F. **Notices of Motion**
- G. **Business In Camera**
- H. **Report on the In Camera Session**
- I. **Future Meetings and Events**
- J. **Moment of Silent Reflection for Life**
- K. **Adjournment**

## 19. COMMITTEE MEETINGS

- i. Only members of a committee are required to attend that committee's meeting. All members of the Board shall receive notice, agenda, and minutes of all committee meetings. All Board members shall be permitted to attend committee meetings and may take part in discussion, but only appointed trustees of the committee shall have voting power.
- ii. In dealing with committee reports at the Board meeting, it shall be the prerogative of the Chair to rule on a request by a trustee to have the recommendations dealt with item by item or as a whole.
- iii. Committee reports shall be considered public documents, except the reports and minutes presented to the In-Camera session.
- iv. In accordance with the *Education Act*, In-Camera agenda items and minutes may only involve:
  - (a) the security of the property of the Board;
  - (b) the disclosure of intimate, personal or financial information in respect of a member of the Board or Committee, an employee or prospective employee of the Board or a pupil or their parent or guardian;
  - (c) the acquisition or disposal of a school site;
  - (d) decisions in respect of negotiations with employees of the Board;
  - (e) litigation or potential litigation affecting the Board; or
  - (f) an ongoing investigation under the *Ombudsman Act* respecting the Board.
- v. All committees shall be established by Board resolution. The Chair, in consultation with the Vice-Chair, shall, by the Board meeting following the meeting at which a committee is established, appoint members to Board committees, excluding the Committee of the Whole, which is made up of all trustees.

- (a) **Committee of the Whole**

All trustees and the Director of Education/Secretary-Treasurer are members of this committee. The Vice-Chair of the Board chairs the Committee of the Whole meeting. In the absence of the Vice-Chair, the Chair shall preside. In the absence of both the Chair and the Vice-Chair, trustees present at the meeting shall appoint a Chair for the meeting by a two-thirds (2/3) majority of the trustees present. The Chair will select the Vice-Chair to preside with the Chair.

Regular meetings of the Committee of the Whole shall be held on the second (2<sup>nd</sup>) Tuesday of the month (except July and August) unless otherwise decided by the Board.

As a standing item of the Committee of the Whole, the committee members shall consider the areas in which policy formation and/or review is desirable. (Reference Board Policy

100.5, The Establishment and Cyclical Review of Policies).

(b) **Ad-Hoc Committees**

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

- vi. Meetings of a committee shall be called by the Chair of the committee. If the Chair of a committee neglects to call meetings, it is the duty of the committee to meet on the call of any two (2) of its members. All meetings shall be called or cancelled through the Office of the Director of Education. In the absence of the Chair, providing there is a quorum, the members will elect an interim Chair.
- vii. The Chair of the Board shall be an ex-officio member of all committees of the Board. Ex-Officio members of committees are not to be considered in the count for a quorum but, if present, have the right to vote (By-Laws Section 12 Sub vii). The Chair may delegate some of the ex-officio duties to the Vice-Chair of the Board.

## 20. RULES OF ORDER

- i. Any of these By-Laws may be temporarily suspended by a vote of three-quarters (3/4) of the members present at a duly constituted Board meeting. The By-Laws shall not be repealed, altered, or amended without a minimum of one (1) month's previous notice in writing having been given to the Committee of the Whole or the Board of the intended alteration or amendment.
- ii. Temporary suspension of any of these By-Laws shall be active for a specified period not to exceed two (2) months in any one (1) calendar year.
- iii. Whenever an adjournment takes place in consequence of there not being a quorum present, the time of adjournment and the names of the members present shall be entered in the records of the Board.
- iv. The Chair or other presiding officer shall preserve order and decorum and decide upon all questions of order.
- v. In the absence of the Chair and Vice-Chair for any cause, the Board may, from the members present, appoint a presiding officer who, during such absence, shall have the powers of the Chair of the Board.
- vi. The Chair may participate in any debate or discussion from their position as Chair. Should the Chair elect to vacate the chair to take part in any debate or discussion or for any other reason, they shall call upon the Vice-Chair or in their absence one (1) of the members to fill their place until they resume it. The right of the Chair to vote is outlined in Section 13 of these By-Laws.
- vii. Where a question is before the Board, the mover may speak first and the seconder may speak next, and the Chair will attempt to allow each person wishing to speak the opportunity to speak once before any member may speak for a second time. The mover also has the prerogative to be the last speaker before the question is decided and the seconder shall be the penultimate

speaker.

- viii. No member shall speak for more than a total of fifteen (15) minutes or more than three (3) times (not to exceed five (5) minutes each time) on the same question without the permission of the Chair of the Board.

## 21. MOTIONS AND DEBATE

In all cases not provided for by these By-Laws, the rule and practice of the most recent edition of “Robert’s Rules of Order” shall govern so far as applicable.

- i. All motions shall be recorded in the minutes of the meeting in which it is presented and discussed and shall be seconded before being stated by the Chair, whereupon the Chair shall ask if there is any future discussion on the motion, before the vote.
- ii. When a motion has been stated by the Chair, it shall be open to debate and shall be disposed of only by a vote, unless the mover, by permission of the seconder, withdraws it, in which case such motion shall not appear in the minutes of the meeting.
- iii. Any trustee of the Board may require the question under discussion to be read at any part of the debate, but not so as to interrupt a speaker.
- iv. A member, prior to speaking to any question or motion, shall address the Chair. The member shall confine remarks to the question at hand.
- v. When two (2) or more members wish to speak at the same time, the Chair shall name the member who is to speak.
- vi. No member shall be interrupted while speaking, except in a case where the member is called to order by a member for a transgression of rules of the Board, in which case the member shall remain silent until the point of order has been decided by the Chair.
- vii. Where a member wishes to make a point of order or to seek clarification he or she should so indicate in addressing the Chair and the Chair will rule on such matters before the next speaker is allowed to speak.
- viii. When the question under consideration contains two (2) or more distinct propositions, any particular proposition upon the request of any member, shall be considered and voted upon separately.
- ix. If it is desired to defer action on a question until a particular time, the proper motion to make is “to postpone it to that time”. This motion allows limited debate, which must be confined to the propriety of the postponement to that time; it can be amended by altering the time, and this amendment allows the same debate.
- x. Whenever a motion has been made and seconded, it is the duty of the Chair, if the motion is in order, to state the question, so that the members may know what question is before them.
- xi. In stating the question on an amendment, the Chair should read the passage to be amended; the words to be struck out, if any, the words to be inserted, if any; and the whole passage as it will stand if the amendment is adopted.
- xii. The motion to adjourn is not debatable, it cannot be amended, or have any other subsidiary motion applied to it; nor can a vote on it be reconsidered.

- xiii. If a trustee does not put new motions or amendments in writing for the Chair, the motion, as stated by the Chair and recorded by the secretary, shall be the motion.

(a) **Amendment(s) to Motion**

An amendment may be in any of the following forms:

- (i) to “add” or “insert” certain words or paragraphs;
- (ii) to “strike out” certain words or paragraphs, and if this fails it does not preclude any other amendment than the identical one that has been rejected;
- (iii) to “strike out certain words and insert others,” which motion is indivisible, and if lost does not preclude another motion to strike out the same words and insert different ones;
- (iv) to “substitute” another resolution or paragraph on the same subject for the one pending;
- (v) to “divide the question” into two (2) or more questions as the mover specifies, so as to get a separate vote on any particular point or points;
- (vi) if an amendment is defeated, vote on the motion. If an amendment is carried, vote on the amended motion.

(b) **Notice of Motion**

A member of the Board must give notice of motion in writing so that it appears on the agenda of the meeting at which the notice of motion is presented, if they wish to:

- (i) repeal or make permanent amendment to any of the Board By-Laws;
- (ii) recommend an action which has not been considered and recommended to the Board by a committee of the Board;
- (iii) consider a matter by the Board without reference to a committee.

(c) **Regulations - Notice of Motion**

- A Notice of Motion shall not be discussed or seconded at the meeting at which it is initially presented.
- Before any discussion shall take place at the meeting at which a Notice of Motion is presented as a proposed Board motion / resolution, a trustee must second it.
- The number of Notices of Motion which are presented as proposed Board motions / resolutions at any single meeting shall be limited in number at the discretion of the Chair.
- Notices of Motion which are not presented for discussion as proposed motions / resolutions at the meeting, shall be presented at the next regular meeting.
- Notices of Motion which require reports, or information, shall be presented to the Board without any written reports by the Director of Education. The Director of Education or Delegate, may be permitted to make oral statements relating to these Notices of Motion at the time of presentation.
- The Director of Education or Delegate may make written reports and/or recommendations supporting or opposing Notices of Motion, when they are presented as Motions, and which if carried will require direct action by the Board or its officials.

(d) **Reconsideration of a Motion**

- An adopted motion can be re-visited, provided that it (or the parts that the Board wishes to change or cancel) was not acted upon.
- Adopted Motion: An adopted motion that was not acted upon can be brought back for consideration at the same meeting, by majority vote. The motion to reconsider must be made by a trustee who voted in favor of the motion. If the motion to reconsider is adopted, the motion to which it applies is re-opened for debate and a new vote.
- Defeated Motion: A defeated motion can be brought back for consideration at the same meeting if the trustees, by a majority vote, agree to do so. Only a member who voted against the motion may make the motion to reconsider in this case.

## 22. VOTING

### (a) Voting by ballot for the Election of the Chair and Vice-Chair of the Board

- Voting by ballot will only take place for the election of the Chair and Vice-Chair of the Board.
- The Director of Education should appoint two (2) or more persons to conduct the vote by distributing, collecting and counting the ballots. Following the voting by ballots, the Director of Education will announce the vote publicly. The Chair will move to destroy the ballots.
- Trustees electronically attending the Inaugural or Annual Organizational Meeting of the Board may cast their vote by communicating their decision electronically through a private communication link with the Board solicitor (or designate) as determined by the Board solicitor. The Board solicitor (or designate) shall be present physically at the meeting and will cast the communicated decision of the trustee by ballot with the other ballots casted by trustees present at the Board meeting. Trustee(s) joining electronically for the Inaugural or Annual Organizational Meeting of the Board and requesting to cast their vote electronically are to provide the Director of Education, Secretary to the Board 48 hours of advanced notice to make the necessary arrangements with the Board Solicitor or designate.

### (b) Recorded Vote

Each member's vote shall not be recorded upon any motion unless requested by a member before the Chair calls upon the members to vote upon the question. Provided a request is made in the manner herein before mentioned, the names of those who vote in favour of the question, those who vote in opposition and those who abstain, shall be entered upon the minutes. Any member may request that their individual vote be recorded either before or after the Chair calls the question.

## 23. CONFLICT OF INTEREST

Any Conflict of Interest shall be declared and dealt with in accordance with the *Municipal Conflict of Interest Act*, these By-Laws and the Code of Conduct Policy.

## 24. CODE OF CONDUCT

All Trustees are required to be in full compliance with the Code of Conduct Policy as approved by

the Board. The Board approved Code of Conduct Policy for Trustees is in compliance with the *Education Act*.

*Code of Conduct is addressed in the Niagara Catholic District School Board Trustee Code of Conduct Policy (100.12).*

## DEFINITIONS SCHEDULE

For this By-Law and all other By-Laws of the Board unless the context otherwise requires: Words

importing gender shall include all genders;

A reference to a statute, refers to that statute, and any regulations or rules issued thereunder, as amended, supplemented or replaced from time to time;

**“Annual Organizational Meeting”** means the meeting at which the Chair of the Board and the Vice-Chair of the Board are elected and members of committees are appointed in each year other than a year in which an inaugural meeting is held;

**“Board”** for the By-Laws means the Board of Trustees of the Niagara Catholic District School Board and, where the context requires, means the NCDSB;

**“Committee”** includes any committee or subcommittee of the Board established under this By-Law;

**“Committee of the Whole”** for the purposes of this By-Law references in the Act to a Committee of the Whole or of the whole board are to situations when the trustees meet as a body but not as the Board. All trustees are members of the Committee of the Whole as described in more detail in section 17(v);

**“Director of Education”** means the Director of Education, who is also the Chief Executive Officer of the Niagara Catholic District School Board as well as the Secretary-Treasurer;

**“Education Act”** and **“Act”** means the Education Act, R.S.O. 1990, c.E.2, and includes, where the context requires, the Regulations enacted thereunder;

**“Inaugural Meeting”** means the meeting at which the Chair of the Board and the Vice-Chair of the Board are elected and members of Committees are appointed in the year after a municipal election;

**“Meeting”** includes a meeting of the Board and a meeting of a Committee;

**“Multi-Year Strategic Plan”** means the plan developed by the Board in accordance with Article 2.1.6;

**“Municipal Elections Act”** means the *Municipal Elections Act*, 1996, S.O. 1996, c.32 and includes, where the context requires, the Regulations enacted thereunder;

**“NCDSB”** means the Niagara Catholic District School Board;

**“Policies”** means the governance policies put in place by the Board from time to time;

**“Roll Call”** means taking attendance by the Chair of the meeting by way of calling out the names of the Trustees;

“**Statutory Committee**” means any committee that, by law, the Niagara Catholic District School Board is required to establish;

“**Student Trustee**” means a secondary school student, elected by a student body, to represent the interest of students in the last two (2) years of the intermediate division and students in the senior division of the Niagara Catholic District School Board;

“**Trustee**” means a person elected, acclaimed, or appointed to the office of trustee of the Board of Trustees according to the provisions of the *Education Act* or the *Municipal Elections Act*;

<b>Adopted Date:</b>	<b>December 18, 1997</b>
<b>Revision History:</b>	<b>June 26, 2001</b> <b>May 28, 2002</b> <b>November 26, 2002</b> <b>December 20, 2005</b> <b>April 24, 2007</b> <b>October 26, 2010</b> <b>June 21, 2016</b> <b>May 25, 2021</b> <b>June 22, 2022</b>



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
JUNE 6, 2023**

*PUBLIC SESSION*

**TOPIC: GOVERNANCE POLICIES PRIOR TO VETTING  
TRUSTEE ELECTRONIC MEETINGS (BOARD AND  
COMMITTEES) POLICY (100.8)**

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

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

Date: June 6, 2023



Niagara Catholic District School Board  
**TRUSTEE ELECTRONIC MEETINGS POLICY**  
**(Board and Committees)**

STATEMENT OF GOVERNANCE POLICY

100 – Board

Policy No 100.8

Adopted Date: October 25, 2005

Latest Reviewed/Revised Date: February 25, 2020

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, the Board is committed to conducting its business in an atmosphere of accountability, openness and transparency and to ensure that all Trustees have every opportunity to participate in the meetings of the Board of Trustees and its Committees of the Board.

In accordance with Board By-Laws, the Board recognizes that there may be occasions when Trustees, including Student Trustees, are unable to be physically present for a meeting of the Board and/or its Committees. To ensure that Trustees have every opportunity to participate in the meetings of the Board and its Committees, the Board is committed to ensuring participation of Trustees in meetings, upon request, through electronic means.

At the request of any Trustee or Student Trustee, the Board shall provide access to a Board technology platform which will provide two-way communication to the meeting. A written request to join a meeting electronically shall be made to the Director of Education Secretary/Treasurer a minimum of 48 hours (excluding weekends or holidays) prior to the date of the meeting.

Subject to any condition or limitations provided for under the *Education Act* or its Regulations, a member of the Board of Trustees, who participates in a meeting through electronic means shall be deemed to be present at the meeting for the purposes of every Act and shall be recorded as being in attendance, electronically, in the minutes of the meeting.

The Director of Education will issue [Administrative Operational Procedures](#) for the implementation of this Policy.

### References

- [Education Act \(s.208.1; s. 229 \(a\)\)](#)
- [Ontario Regulation 463/97 amended to 268/06](#)
- [Niagara Catholic District School Board Policies/Procedures](#)
  - [Board By-Laws Policy \(100.1\)](#)
  - [Trustee Code of Conduct Policy \(100.12\)](#)

Adopted Date:	October 25, 2005
Revision History:	May 27, 2014 February 25, 2020

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
JUNE 6, 2023**

*PUBLIC SESSION*

**TOPIC: POLICY REVIEW SCHEDULE**

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The Policy Review  
Schedule is presented for information.

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Prepared by: Camillo Cipriano, Director of Education/Secretary-Treasurer  
Presented by: Camillo Cipriano, Director of Education/Secretary-Treasurer  
Date: June 6, 2023



## GOVERNANCE POLICY REVIEW SCHEDULE SEPTEMBER 2022 - JUNE 2023

*Updated: June 2023*

SORTED BY COMMITTEE OF THE WHOLE MEETING DATE					
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	Prior to Vetting	After Vetting
NEW	NEW	NEW	Right to Disconnect		September 2022
2017	2017	600.6	Privacy	September 2022	November 2022
1998	2018	600.2	Records and Information Management	September 2022	November 2022
1998	2020	201.2	Retirement & Service Recognition Celebration	October 2022	December 2022
2007	2020	800.4	Volunteer Recognition	October 2022	December 2022
1998	2018	100.4	Student Trustees	November 2022	January 2023
1998	2016	701.2	Pupil Accommodation Review	December 2022	February 2022
2012	2018	701.5	Bottled Water	January 2023	March 2023
2011	2018	400.6	Environmental Stewardship	January 2023	March 2023
2013	2019	100.6.2	Student Senate - Elementary	January 2023	March 2023
2000	2019	100.6.1	Student Senate - Secondary	January 2023	March 2023
1998	2019	500.1	School Operations for Inclement Weather and Workplace Closure	January 2023	March 2023
2006	2018	201.12	Electronic Communications Systems (Employees)	February 2023	April 2023
2010	2021	100.12	Trustee Code of Conduct	February 2023	April 2023
2012	2018	201.17	Employee Code of Conduct & Ethics	March 2023	May 2023
2004	2018	100.7	Niagara Catholic Education Award of Distinction	March 2023	May 2023
2002	2022	201.7	Employee Workplace Harassment *	April 2023	June 2023
2002	2022	201.11	Employee Workplace Violence *	April 2023	June 2023
2002	2022	201.6	Occupational Health & Safety *	April 2023	June 2023
1997	2022	100.1	Board By-Laws ***	June 2023	October 2023
2005	2020	100.8	Trustee Electronic Meetings (Board and Committees)	June 2023	October 2023

\* Ministry of Labour Compliance Annual Review

SORTED BY BOARD MEETING DATE					
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	BOARD MEETING DATE	
NEW	NEW	NEW	Right to Disconnect	September 2022	
2017	2017	600.6	Privacy	December 2022	
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2002	2022	201.6	Occupational Health & Safety *	June 2023	
1997	2022	100.1	Board By-Laws	October 2023	
2005	2020	100.8	Trustee Electronic Meetings (Board and Committees)	October 2023	

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
JUNE 6, 2023**

*PUBLIC SESSION*

**TITLE: COMMITTEE OF THE WHOLE SYSTEM PRIORITIES  
2022-2023 UPDATE**

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The Committee of the Whole System Priorities 2022-2023 Update report is presented for information.

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

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

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

Date: June 6, 2023



## **REPORT TO THE COMMITTEE OF THE WHOLE JUNE 6, 2023**

### **COMMITTEE OF THE WHOLE SYSTEM PRIORITIES 2023-2024 UPDATE**

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#### **BACKGROUND INFORMATION**

Niagara Catholic District School Board approved the 2021 - 2025 Vision, Mission, Values Statements and Multi-Year Strategic Plan at the November 23, 2021 Regular Meeting of the Board.

The Niagara Catholic District School Board System Priorities identifies 5 pillars of focus for the Board with a number of specific goals recognized in each priority. Specifically the System Priorities and goals are:

- 1. *Advance Student Achievement for all Students***
  - Focus on student success promoting and supporting all pathways for student achievement
  - Support students' mental health and wellness
  - Prepare students in global competencies
- 2. *Celebrate the richness of our Catholic Faith and our holistic values-based Catholic Education***
  - Anchor our work in the Gospel as lived in the person of Jesus Christ
  - Prepare our students to live out the Ontario Catholic School Graduate Expectations
  - Appreciate and highlight faith-based role models putting a 'face to our faith'
  - Recognize and highlight faith role models that are reflective of our schools and communities
- 3. *Foster inclusive, equitable and safe school communities where all are welcomed and 'called by name'***
  - Strengthen and promote opportunities for student voice
  - Advance Indigenous education guided by the Truth and Reconciliation recommendations and the local Indigenous community
  - Develop and honour a culture of respect, acceptance and belonging
  - Prioritize a diverse workforce that reflects our communities
- 4. *Manage our resources effectively to build a sustainable Catholic School Board in the Niagara Region***
  - Design opportunities to address changing enrollment
  - Optimize our facilities through responsible stewardship and engage in environmental sustainability
- 5. *Foster authentic relationships with all our staff to strengthen our work with students***
  - Facilitate positive employee engagement, faith formation, and community belonging
  - Create opportunities to promote staff health and wellness
  - Invest in staff learning opportunities and leadership development

Each year, senior staff use the system priorities and goals to create an action plan to convert each goal into actionable, measurable activities in order to achieve the objectives set out in the Strategic Plan. The Action Plan converts each goal into a work plan for staff, outlining the monitoring process and individuals responsible for the deliverables. Each year senior staff reports back to the board on the progress to date.

Over the past month, senior staff have engaged in reviewing the 2022-2023 Action Plan in order to build the **2023-2024 Niagara Catholic Strategic Plan – System Priorities Action Plan**. Specifically, staff have reviewed each Goal and accompanying Action to determine what actions have been complete, what actions require further work and what new actions must be planned for in order to achieve each of the Board approved System Priorities. Each action, whether new or continued includes a monitoring process, along with the individual(s) responsible for its achievement.

Attached (Appendix A), is the 2023-2024 Strategic Plan System Priorities - Action Plan whereby the actions, work-plan, measures and areas of responsibility have been identified. This Action Plan will be the blueprint for the work of the system for the entirety of the 2023-2024 School Year.

During the 2023-2024 school year, Senior Staff will ensure that all reports presented to the Board are explicitly connected to a priority, goal or action, within the Multi-Year Strategic Plan in order to maintain the focus of staff on the priorities of the Board.

The Committee of the Whole System Priorities 2023-2024 Update report is presented for information.

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

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

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

Date: June 6, 2023

# 2023-2024 Strategic Plan – System Priorities and Action Plan

## 1. System Priorities -- Advance student achievement for all students

GOALS	ACTION (What will we do to get there?)	WORK PLAN (What are staff doing)	MEASURES (How will we monitor & measure our progress towards achieving our goals?)	RESPONSIBILITY
<p><b>1.1 Focus on student success promoting and supporting all pathways for student achievement</b></p>	<p>i. Increase awareness to build and develop a better understanding of pathways programming available i.e. SHSM, OYAP, CO-OP, DUAL CREDITS - for all students to pursue any of the post-secondary destinations (university, college, apprenticeships, workplace, community living)</p>	<p>i. Continue to plan events/ symposiums/workshops/conferences with all stakeholders – parents, students, community, educators.</p> <ul style="list-style-type: none"> <li>▪ Job Fair &amp; Career Expo for students and co-op teachers</li> <li>▪ Pathways Programming Presentations</li> <li>▪ Skilled Trades Promotion Night for parents and students</li> <li>▪ Symposiums/Workshops focusing on the Skilled Trades &amp; Technologies careers that are under-represented</li> <li>▪ Experiential Learning Activities PD and resources for Guidance Counsellors, Co-op Teachers, Success Teachers, Program Chairs</li> <li>▪ Skills Event</li> <li>▪ Job Talks Student Showcase Video</li> <li>▪ Building community and industry relationships through innovative and collaborative projects, i.e. Mayor’s Roundtable</li> </ul> <p>ii. Building Capacity at each high school</p> <ul style="list-style-type: none"> <li>▪ Decentralize SHSM funds - Schools will continue to execute all the requirements for the</li> </ul>	<ul style="list-style-type: none"> <li>• Expand the number of employer/industry contacts to support opportunity offerings for students enrolled in all pathways programs – (i.e. experiential learning, co-op, reach ahead, industry recognized certifications/training)</li> <li>• Monitor enrollment numbers in all pathways and program components.</li> <li>• Monitor completion rates in all pathways programs</li> <li>• Participation in symposiums, workshops and events.</li> </ul>	<ul style="list-style-type: none"> <li>• Superintendent of Program &amp; Innovation</li> <li>• Superintendent of Alternative Education</li> <li>• FOS Superintendent</li> <li>• Director of Education</li> </ul>



		<p>programs, but will be better tailored to school's community needs.</p> <p>iii. Expansion of the Dual Credits programs</p> <ul style="list-style-type: none"> <li>▪ In addition to targeting at-risk students, this program is now open to all students, regardless of pathway and academic level</li> </ul>		
	<p>ii. Increase the number of secondary students registered in eLearning courses by 10%.</p>	<ul style="list-style-type: none"> <li>● Promotion and collaboration of eLearning courses with secondary school staff.</li> <li>● Promotion of eLearning courses to students and families.</li> </ul>	<ul style="list-style-type: none"> <li>● Number of eLearning courses selected for the 2024-2025 school year.</li> </ul>	<ul style="list-style-type: none"> <li>● Superintendent – Secondary Schools</li> </ul>
	<p>iii. Increase the number of students achieving or surpassing the provincial standards in literacy (Grades 3 and 6 EQAO, OSSLT)</p>	<ul style="list-style-type: none"> <li>● Build educator capacity in literacy instruction and assessment.</li> <li>● Continue the implementation of Multi-Tiered Systems of Support (MTSS) approach to reading grounded in the Science of Reading.</li> <li>● Organize professional learning sessions for all Educational Resource Teachers, Principals, Vice Principals and educators on the Acadience Universal Screener</li> <li>● Implementation of the Universal Screener twice a year in Kindergarten to Grade 2 with fidelity across the system (October 2023 and May 2024)</li> <li>● Use screener data to decide on student placement in Tier 2 and Tier 3 intervention programs where needed – targeted small group classroom instruction, Lexia and Empower</li> </ul>	<ul style="list-style-type: none"> <li>● EQAO data by school and Board.</li> <li>● Number of Lexia License Distribution users and accompanying data.</li> <li>● Gains in Empower reading levels.</li> <li>● Monitor number of educators participating in literacy professional learning sessions.</li> </ul>	<ul style="list-style-type: none"> <li>● Superintendent of Program &amp; Innovation</li> <li>● Family of Schools' Superintendents</li> <li>● Director of Education</li> </ul>

	<p>iv .Increase the number of students achieving the provincial standard in mathematics (Grades 3,6,9 EQAO).</p>	<ul style="list-style-type: none"> <li>● Build educator capacity in mathematics instruction and assessment.</li> <li>● Engaging educators in professional learning about Mathematics curricula with a focus on Grades 1-9</li> <li>● Engaging Principals and Vice-Principals in networks for reflection and professional learning about the elements of a comprehensive math program, establishing coherence across classrooms, and coordinated support for educators.</li> <li>● Ensuring more regular use of MathUP School, MathUp Classroom, and Knowledgehook by educators for students and their families.</li> <li>● Supporting schools to set school and classroom targets for increased numbers of students achieving the provincial standard on EQAO Mathematics Assessments and report cards.</li> <li>● Support students in grades 7 to 10 math.</li> </ul>	<ul style="list-style-type: none"> <li>● Number of educators participating in numeracy professional learning</li> <li>● Number and type of numeracy professional learning sessions</li> <li>● Feedback from relevant stakeholders.</li> <li>● System and school leader observations in math classrooms</li> <li>● EQAO results for annual Grades 3,6, and 9 Mathematics Assessments, and cohort data as available.</li> <li>● Report card and credit accumulation data for Grades 1 to 9 in Mathematics.</li> </ul>	<ul style="list-style-type: none"> <li>● Superintendent of Program &amp; Innovation</li> <li>● Family of Schools' Superintendents</li> <li>● Director of Education</li> </ul>
<p><b>1.2 Support students' mental health &amp; wellness</b></p>	<p>i. Implementation of the Mental Health and Well-Being Strategy 2021-2024 in collaboration with all system departments</p>	<p>The 2023-2024 Mental Health Action Plan includes:</p> <ul style="list-style-type: none"> <li>● Continuing to create safe and accepting school environments to address the anxiety, isolation, potential trauma and impact of COVID-19 on students</li> <li>● Continuing equity, diversity, and inclusion learning and training for staff and students, supporting mentally healthy conversations</li> </ul>	<ul style="list-style-type: none"> <li>● Incorporate Safe and Accepting Schools Teams (SASTs) feedback into School Improvement and Equity Plans</li> <li>● Review of school-based data from school climate surveys to inform programs, services and supports for students and the School Improvement and Equity Plans</li> </ul>	<ul style="list-style-type: none"> <li>● Superintendent of Education of Mental Health and Well-Being</li> <li>● Mental Health Lead</li> <li>● Director of Education</li> </ul>

		<p>about cultural humility, anti-discrimination, anti-Black racism, and anti-Indigenous racism</p> <ul style="list-style-type: none"> <li>• Providing supports for 2SLGBTQ+ and specific populations who may require more or unique mental health and well-being support and services</li> <li>• Continuing to promote the link between our Catholic faith and mental health and well-being through intentional messaging to staff and students on how our Faith and mental well-being are interconnected for student achievement and well-being</li> <li>• Continuing with Social Emotional Learning by embedding SEL into curriculum and learning supporting mental health literacy with MOE learning modules for Grade 7 and 8 students aligned with health and physical education courses</li> <li>• Promoting <i>Pathways to Care</i> by ensuring that students receive timely and responsive, evidence – based prevention and early intervention services at the school and in the community</li> </ul>	<ul style="list-style-type: none"> <li>• Number of professional learning and training opportunities on mental health and well-being for staff</li> <li>• Number of staff participating in professional learning and training</li> <li>• Introduce and support the implementation of the <a href="#">Cultural Humility Self-Reflection Tool for School Staff</a> from School Mental Health Ontario (SMHO) for all staff with a feedback survey about professional learning</li> <li>• Provide feedback from the Board Mental Health Leadership Committee to school administrators to share with staff</li> <li>• Utilize EVERFI annual reports to review data about the implementation of programs to support SEL, bullying, and well- being with the support of Child and Youth Workers</li> <li>• Number of Faith and Mental Health learning opportunities for staff with the Mental Health Champions</li> <li>• Number of students receiving evidence-based prevention and early intervention services following the tiered approach through the Mental Health Team: Board Social Workers</li> <li>• Implementation of Mental Health Literacy curriculum in</li> </ul>	
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			collaboration with Program & Innovation and Health and Physical Education	
<b>1.3 Prepare students in global competencies</b>	i. To ensure intentional implementation of global competencies and the Ontario Catholic School Graduate Expectations into all School Improvement and Equity Plans (SIEP).	<ul style="list-style-type: none"> <li>• Bring awareness of the Global Competencies and identify opportunities to integrate global competencies into existing programs, lessons and initiatives.</li> <li>• Building staff capacity through School-based Team (SBT) discussion informed by central staff</li> </ul>	<ul style="list-style-type: none"> <li>• Audit of all SIEP's.</li> </ul>	<ul style="list-style-type: none"> <li>• FOS Superintendents</li> <li>• Director of Education</li> </ul>

**2. System Priorities -- Celebrate the richness of our Catholic faith and our holistic values-based Catholic education.**

<b>GOALS</b>	<b>ACTION</b> (What will we do to get there?)	<b>WORK PLAN</b> (What are staff doing)	<b>MEASURES</b> (How will we monitor & measure our progress towards achieving our goals?)	<b>RESPONSIBILITY</b>
<p><b>2.1 Anchor our work in the Gospel as lived in the person of Jesus Christ</b></p>	<p>i. Continue to support and promote opportunities for staff and students to engage in social justice work that promotes Catholic values, and reflects the diversity of our communities.</p>	<ul style="list-style-type: none"> <li>• Education of staff and students on the Catholic understanding of justice and charity.</li> <li>• Provide new opportunities of outreach to Catholic community partners.</li> <li>• Connect students with community partners for volunteer opportunities and building skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Student attitudes through student surveys.</li> <li>• Number of students and schools participating throughout the year in social justice initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>• Board Chaplaincy Leader</li> <li>• Director of Education</li> </ul>
	<p>ii. Strengthen the partnership between the Diocese and Board to support the pastoral care of our Catholic Schools</p>	<ul style="list-style-type: none"> <li>• Create Pastoral Care of Catholic Schools document in collaboration with the Diocese of St. Catharines</li> <li>• Facilitate workshops/presentations for Principals, Chaplaincy Leaders, Pastors, and religious partners to share resources and its implementation for our schools.</li> <li>• Scheduled regular meetings between the Diocese (Bishop, Vicar of Education and Deanery) and the Board (Director of Education)</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from stakeholders regarding Pastoral Care of Catholic Schools document and workshops/presentations.</li> </ul>	<ul style="list-style-type: none"> <li>• Superintendent of Program and Innovation</li> <li>• Board Chaplaincy Leader</li> <li>• Religion and Family Life Consultant</li> <li>• Director of Education</li> </ul>
<p><b>2.2 Prepare our students to live out the Ontario Catholic School Graduate Expectations</b></p>	<p>i. Engage students in exploring what it means for them to become an Ontario Catholic School Graduate.</p>	<ul style="list-style-type: none"> <li>• Identifying Ontario Catholic School Graduate Expectations and highlighting them through grade 9 retreats.</li> <li>• Principals to incorporate Ontario Catholic School Graduate Expectations into award recognition.</li> </ul>	<ul style="list-style-type: none"> <li>• Participation in grade 9 retreats.</li> <li>• Increase in school-based awards connected to the Ontario Catholic School Graduate Expectations.</li> </ul>	<ul style="list-style-type: none"> <li>• Board Chaplaincy Leader</li> <li>• Director of Education</li> <li>• School Chaplaincy Leaders</li> </ul>

		<ul style="list-style-type: none"> <li>• Provide monthly resources highlighting on OCSGE for reflection in elementary and high school classes</li> </ul>		
<p><b>2.3 Appreciate and highlight faith-based role models putting a 'face to our faith'</b></p>	<p>i. Increase awareness and dialogue around vocations</p>	<ul style="list-style-type: none"> <li>• Coordinate with Diocesan Vocations Director and Serra Club to facilitate secondary vocations fairs.</li> <li>• Organize and provide a list of religious orders and clergy available for presentations in elementary classes.</li> </ul>	<ul style="list-style-type: none"> <li>• Participation of schools in vocations fairs or presentations</li> </ul>	<ul style="list-style-type: none"> <li>• Superintendent of Program and Innovation</li> <li>• Board Chaplaincy Leader</li> <li>• Religion and Family Life Consultant</li> </ul>
	<p>ii. Increase awareness of local faith role models in our school and parish communities</p>	<ul style="list-style-type: none"> <li>• Identify and celebrate the faith stories of students, staff, and members of our parish communities through social media engagement</li> <li>• Utilizing Celebrating Excellence Awards to recognize students, staff and alumni that model our Catholic values.</li> </ul>	<ul style="list-style-type: none"> <li>• Engagement with social media posts (podcast or video clips of faith stories)</li> </ul>	<ul style="list-style-type: none"> <li>• Superintendent of Program and Innovation</li> <li>• Communications Officer</li> <li>• Board Chaplaincy Leader</li> <li>• Religion and Family Life Consultant</li> </ul>

### 3. System Priorities -- Foster inclusive, equitable and safe school communities where all are welcomed and 'called by name'

GOALS	ACTION (What will we do to get there?)	WORK PLAN (What are staff doing)	MEASURES (How will we monitor & measure our progress towards achieving our goals?)	RESPONSIBILITY
3.1 <i>Strengthen and promote opportunities for student voice</i>	i. Develop greater opportunities to honour and promote student voice among Indigenous Students	<ul style="list-style-type: none"> <li>Collaborate with the Student Senate in order to create a framework and implementation plan that best supports this goal.</li> <li>Collaborate with the Indigenous Community to develop a strategy to encourage student voice.</li> </ul>	<ul style="list-style-type: none"> <li>Greater opportunities provided to Indigenous Students in schools that facilitate and promote Indigenous Student Voice.</li> </ul>	<ul style="list-style-type: none"> <li>Superintendent of Indigenous Education</li> <li>Superintendent of Student Senate</li> </ul>
	ii. Increase the number of long- term stay visa students by 30%.	<ul style="list-style-type: none"> <li>Continue to facilitate partnerships with International Agencies to support International Student enrolment with the Niagara Catholic School Communities.</li> </ul>	<ul style="list-style-type: none"> <li>Enrolment of International Students</li> <li>Review student feedback to inform future activities and events and share feedback as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Superintendent of International Education</li> <li>Administrator of International Education</li> </ul>
	iii. Ensure that student feedback is collected at system/school activities and events	<ul style="list-style-type: none"> <li>Create and include a student feedback survey as part of system/ school activities and events</li> </ul>	<ul style="list-style-type: none"> <li>Review student feedback to inform future activities and events and share feedback as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Superintendent of Equity and Inclusive Education</li> </ul>
	iv. Expand the role of Youth Accessibility Ambassador in both elementary and secondary schools	<ul style="list-style-type: none"> <li>Formulate a grant application to secure Ministry funding to deliver phase 2 of the "All Access Home." project 2023-2024</li> </ul>	<ul style="list-style-type: none"> <li>Promote school sharing back to the system how they are recognizing accessibility challenges and reducing barriers within their own school through student-led project initiatives</li> </ul>	<ul style="list-style-type: none"> <li>Superintendent of Student Support</li> </ul>

<p><b>3.2 Advance Indigenous Education guided by the Truth &amp; Reconciliation recommendations and the local Indigenous community</b></p>	<p>i. Continue to provide Professional Development opportunities to Indigenous Champions and School Staff in collaboration with the Indigenous Community and System Staff</p>	<ul style="list-style-type: none"> <li>Engage Indigenous Champions to create an implementation strategy, which outlines a scope and sequence of activities, and resources that address curriculum expectations as well as honour specific days of importance.</li> <li>Continue to collaborate with the Indigenous Community to review resources and activities to best address and honour Indigenous Culture.</li> <li>The Indigenous Community Connections Facilitator continues to engage with schools and the Indigenous Community to facilitate greater collaboration.</li> </ul>	<ul style="list-style-type: none"> <li>Incorporate strategies in School Improvement Planning activities</li> <li>Teacher annual learning plans include specific goals to implement strategies and resources in lesson plans</li> <li>Greater presence of the Indigenous Community in schools</li> </ul>	<ul style="list-style-type: none"> <li>Superintendent of Indigenous Education</li> </ul>
	<p>ii. Develop greater awareness and understanding of the Truth and Reconciliation Recommendations among Administrators, Sr. Administration, and the Board of Trustees</p>	<ul style="list-style-type: none"> <li>Collaborate with the Indigenous Community to create a professional development framework and implementation strategy to best address the recommendations of the Truth and Reconciliation Commission.</li> </ul>	<ul style="list-style-type: none"> <li>Feedback and participation provided at the at each session</li> <li>Greater participation</li> </ul>	<ul style="list-style-type: none"> <li>Superintendent of Indigenous Education</li> </ul>
<p><b>3.3 Develop and honour a culture of respect, acceptance and belonging</b></p>	<p>i. Develop the Niagara Catholic Equity Action Plan aligned with the Multi- Year Strategic Plan- “Listening, Learning, Leading”, and the Board Improvement and Equity Plan with a system implementation strategy</p>	<ul style="list-style-type: none"> <li>Engage the Board Equity Committee to inform the Equity Action Plan with an implementation strategy that honors the diversity of the Niagara Catholic community</li> </ul>	<ul style="list-style-type: none"> <li>Number of stakeholders who participate in the development process</li> <li>Stakeholder feedback</li> <li>Number of Board Equity Committee meetings</li> <li>Draft Board Equity Action Plan</li> </ul>	<ul style="list-style-type: none"> <li>Superintendent of Education Equity and Inclusive Education</li> </ul>



<p>ii. Build educator capacity in culturally relevant and responsive approaches to teaching and learning from K- 12</p>	<ul style="list-style-type: none"> <li>• Designing and implementing classroom and school environments that reflect the diversity of the student population</li> <li>• Ensuring culturally relevant and responsive strategies are being implemented in instruction and assessment practices in K to 12 classrooms</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom and school audits using the EQAO Student Questionnaires on Equity, Diversity and Inclusion</li> <li>• Review of Multi-Year Strategic Plan Survey Results with Principals</li> <li>• Principal observations about culturally relevant and responsive approaches to instruction and assessment</li> <li>• Number of educators engaged in professional learning</li> </ul>	<ul style="list-style-type: none"> <li>• Superintendent of Education for Equity and Inclusive Education</li> <li>• Superintendent of Education for Program &amp; Innovation</li> </ul>
<p>iii. Analyze elementary and secondary student census responses</p>	<ul style="list-style-type: none"> <li>• Analyzing the <i>My Niagara Catholic</i> Student Census responses to develop thematic reports and share highlights among relevant stakeholders</li> <li>• Developing a plan to connect census data to other student data for the improvement of student achievement and well-being</li> </ul>	<ul style="list-style-type: none"> <li>• Census reports</li> <li>• Stakeholder feedback about the findings</li> </ul>	<ul style="list-style-type: none"> <li>• Superintendent of Education for Equity and Inclusive Education</li> </ul>
<p>iv. Hire a Board Equity, Advisor/Lead in 2024</p>	<ul style="list-style-type: none"> <li>• Board Equity Advisor/Lead will support programs, resources, and training at the system and school levels</li> <li>• Board Equity Lead will support the implementation of the Board Equity Action Plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Number of programs, resources and supports provided to the system and schools</li> <li>• Number of visits to schools to review School Improvement and Equity Plans</li> <li>• Number of PD training sessions for all staff</li> <li>• Feedback from training sessions</li> <li>• Review of the implementation of the Board Equity Action Plan with the Board Equity Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Director of Education</li> </ul>

<p><b>3.4 Prioritize a diverse workforce that reflects our communities</b></p>	<p>i. Take intentional efforts to recruit diversity within our staffing complement</p>	<ul style="list-style-type: none"> <li>• Diversity, inclusion, equity statement               <ul style="list-style-type: none"> <li>• Careers website</li> <li>• Engage community</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Greater visibility</li> </ul>	<ul style="list-style-type: none"> <li>• Equity Officer – Human Resources</li> </ul>
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## 4. System Priorities -- Manage our resources effectively to build a sustainable Catholic School Board in the Niagara Region

GOALS	ACTION (What will we do to get there?)	WORK PLAN (What are staff doing)	MEASURES (How will we monitor & measure our progress towards achieving our goals?)	RESPONSIBILITY
<b>4.1 Design opportunities to address changing enrollment</b>	i. Increase student growth and retention.	<ul style="list-style-type: none"> <li>Action recommendations by Growth and Retention Committee approved by the Board of Trustees.</li> </ul>	<ul style="list-style-type: none"> <li>Student enrolment data.</li> </ul>	<ul style="list-style-type: none"> <li>Director of Education</li> </ul>
	ii. Provide meaningful evidence-based reports that will support decision making in managing our resources.	<ul style="list-style-type: none"> <li>Maintain and share updated information with respect to on-the-ground capacity, utilization, staffing, enrolment, and capital planning.</li> <li>Proactively plan for portable moves on a yearly basis.</li> <li>Engage in boundary reviews in order to improve school utilization across the Board.</li> <li>Optimize operational resources to match school utilization.</li> </ul>	<ul style="list-style-type: none"> <li>Information shared on MyNiagaraCatholic / Facilities Services.</li> <li>Number of unplanned portable moves requested in September.</li> <li>Reduce the average under-utilized space in schools by 10% per year to align with utilization.</li> <li>Number of boundary reviews completed yearly.</li> </ul>	<ul style="list-style-type: none"> <li>Facilities Services</li> </ul>
	iii. Update Long Term Accommodation Plan (LTAP)	<ul style="list-style-type: none"> <li>Provide updated LTAP complete with specific goals and timelines.</li> </ul>	<ul style="list-style-type: none"> <li>Completed LTAP delivered in the 2023/24 school year.</li> </ul>	<ul style="list-style-type: none"> <li>Facilities Services</li> </ul>
<b>4.2 Optimize our facilities through responsible stewardship and engage in environmental sustainability</b>	i. Implementation of new Environmental Stewardship & Sustainability Policy and AOP.	<ul style="list-style-type: none"> <li>Communicate with school administration and custodial services to ensure understanding of the policy, AOP and the associated goals/targets within.</li> <li>Share school progress with respect to energy consumption and waste reduction across the Board.</li> </ul>	<ul style="list-style-type: none"> <li>Detailed overview presented at Principal Meeting and Custodial In-Service (July 2023).</li> <li>Implement Eco-Dashboard on Board website to share school and Board-wide statistics on energy and waste diversion from landfills.</li> </ul>	<ul style="list-style-type: none"> <li>Facilities Services</li> </ul>

<p>ii. Increase EcoSchool participation across Board.</p>	<ul style="list-style-type: none"> <li>• Mandate a minimum level of EcoSchools certification across the Board.</li> <li>• Provide educational opportunities for staff/students on the EcoSchools program and its requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate a minimum expectation of bronze certification to schools at the beginning of the 2023-24 school year.</li> <li>• Workshops/webinars offered to schools.</li> </ul>	<ul style="list-style-type: none"> <li>• Facilities Services</li> </ul>
<p>iii. Offer professional development opportunities to administrators and staff to promote and encourage environmental stewardship.</p>	<ul style="list-style-type: none"> <li>• Plan professional development opportunities via workshop or subject matter expertise for PD days and/or Principal meetings at least twice per year.</li> </ul>	<ul style="list-style-type: none"> <li>• Number of professional development opportunities offered per year.</li> </ul>	<ul style="list-style-type: none"> <li>• Facilities Services</li> </ul>
<p>iv. Public assets are safeguarded, and resources are used effectively and efficiently.</p>	<ul style="list-style-type: none"> <li>• Align Ministry funding to Ministry of Education initiatives and priorities</li> <li>• Resources allocated to achieve 2023-2024 system priorities and goals.</li> </ul>	<ul style="list-style-type: none"> <li>• Achieve Ministry of Education financial compliance measures</li> <li>• Balanced 2023-2024 Annual Budget</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Services</li> </ul>
<p>v. Create a formal Security Management Plan complete with associated Policies &amp; AOPs.</p>	<ul style="list-style-type: none"> <li>• Document current security processes and complete gap analysis against industry standards.</li> <li>• Implement recommendations into formal Policies &amp; AOPs.</li> <li>• Create implementation plan for operational recommendations.</li> </ul>	<ul style="list-style-type: none"> <li>• Policies and AOPs drafted and approved.</li> <li>• Security Management Plan completed and presented to senior administration.</li> <li>• Implementation of operational recommendations.</li> </ul>	<ul style="list-style-type: none"> <li>• Facilities Services</li> </ul>

## 5. System Priorities -- Foster authentic relationships with all our staff to strengthen our work with students

GOALS	ACTION (What will we do to get there?)	WORK PLAN (What are staff doing)	MEASURES (How will we monitor & measure our progress towards achieving our goals?)	RESPONSIBILITY
<p><b>5.1 Facilitate positive employee engagement, faith formation, and community belonging</b></p>	<ul style="list-style-type: none"> <li>i. Improve onboarding experience for all job classifications</li> <li>ii. Create Employee Newsletter (Everyone Matters Everyday) for all staff</li> <li>iii. Recruitment referral program</li> </ul>	<ul style="list-style-type: none"> <li>• Develop New Hire Orientation (non-union, CUPE)</li> <li>• Improve onboarding workflow efficiency (forms, MAC)</li> <li>• Create 3 month check in with salaried new hire (survey – meet and greet)</li> <li>• Create an employee newsletter that connects employees and promotes the culture of working at Niagara Catholic               <ul style="list-style-type: none"> <li>- Highlight new service improvements, policies, AOPs.</li> </ul> </li> <li>-Connect the Board through get to know stories highlighting those support staff who serve the system</li> <li>-Celebrate school achievements</li> <li>-Health and Safety</li> <li>-Health and Wellness highlighting strategies</li> </ul> <p>Develop an internal referral program for existing staff recommending NCDSB to their social networks</p>	<ul style="list-style-type: none"> <li>• Staff Survey</li> <li>• Time to fill vacancies</li> <li>• Resourcing timelines for recruitment.</li> <li>• Attraction (number of qualified applicants)</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Officer – Human Resources</li> </ul>

	iv. Complete Job evaluation	<ul style="list-style-type: none"> <li>• Job evaluation for CUPE</li> <li>• Job evaluation for non-Union</li> </ul>	<ul style="list-style-type: none"> <li>• Attract and retain qualified candidates</li> <li>• Compensation policies and processes</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Officer - HR</li> <li>• Compensation Benefits Manager</li> </ul>
<b>5.2 Create opportunities to promote staff health and wellness</b>	i. Develop integrated health and wellness program ii. Create greater onboarding orientation outlining benefits iii. Develop mental health framework (mental health leadership team) iv. Work with Trustee wellness committee	<ul style="list-style-type: none"> <li>• Develop Business Intelligence dashboards that identify school absenteeism trends</li> <li>• Create wellness events</li> <li>• Leverage Employee Family Assistance Program (EFAP) to provide more tailored mental health supports</li> <li>• Educate staff on employee benefits</li> </ul>	<ul style="list-style-type: none"> <li>• Participation in Wellness Events.</li> <li>• Usage analytics from the EFAP provider.</li> <li>• Reduced absenteeism due to illness.</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Officer-HR</li> <li>• Health and Wellness Manager</li> </ul>
	v. Re-engage Joint Health and Safety Committee (JHSC) and Occupational health and safety teams to identify prevention strategies in schools vi. Engage stakeholders (labour, management, front line) to continue to identify prevention strategies for violence against workers. vii. Identify trending accident statistics and implement prevention programs and strategies	<ul style="list-style-type: none"> <li>• Multi-site JHSC member posting</li> <li>• Training event – Ministry of Labour and JHSC members</li> <li>• Utilize the NCVLE (our Learning Management System) to migrate all Health and Safety training records</li> </ul>	<ul style="list-style-type: none"> <li>• Fewer incidents</li> <li>• Less time loss accidents</li> <li>• Lower WSIB costs</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Officer-HR</li> <li>• Health and Safety Coordinator</li> </ul>
	viii. Implement attendance support program	<ul style="list-style-type: none"> <li>• Data analytics</li> <li>• Sound processes</li> <li>• Training and development for all stakeholders including administrators, management, labour</li> </ul>	<ul style="list-style-type: none"> <li>• Reduction in absenteeism of 1 day per employee on average</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Officer-Human Resources</li> <li>• Health and Wellness Manager</li> </ul>
<b>5.3 Invest in staff learning opportunities</b>	i. Increase the number of staff interested in leadership professional development opportunities.	i. Continue to provide professional development for aspiring and current school leaders such as:	<ul style="list-style-type: none"> <li>• Number of staff participating in leadership professional learning opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• Superintendent of Board Leadership Development</li> </ul>

<p><i>and leadership development</i></p>		<ul style="list-style-type: none"> <li>Formal professional development sessions continue to be offered through the various Leadership Development Programs: <ul style="list-style-type: none"> <li><b><u>Aspiring Leaders Program</u></b> - Offered to all Board Employees interested in leadership opportunities.</li> <li><b><u>Administrators Internship Program</u></b> – Professional Development Opportunities offered to all Members of the Vice Principals Pool includes a partnership working with CPCO to offer a fully subsidized Special Education Additional Qualification Course with a focus on Autism.</li> <li><b><u>Vice-Principal Mentorship Program</u></b> - for all Current Vice-Principals</li> <li><b><u>Principal Mentorship Program</u></b> – for all new Principals with 1-2 years' experience.</li> </ul> </li> </ul> <p>* PD sessions offered through these programs are open to all Principals and Vice Principals</p>	<ul style="list-style-type: none"> <li>Number of staff in leadership pools.</li> </ul>	<ul style="list-style-type: none"> <li>FOS Superintendents</li> </ul>
	<p>ii. Facilitate staff training and professional development modules through the NCVLE Learning Management System (LMS).</p>	<ul style="list-style-type: none"> <li>Develop expertise among school staff to access training and professional development modules</li> </ul>	<ul style="list-style-type: none"> <li>All Board staff have developed the ability to navigate the LMS</li> </ul>	<ul style="list-style-type: none"> <li>Superintendent of Staff Development</li> <li>Senior Staff</li> </ul>

		<ul style="list-style-type: none"><li>• Develop a framework to facilitate the tracking of completed training modules.</li><li>• Promote the use of the Learning Management System as a platform to provide professional development opportunities to all staff</li></ul>	<ul style="list-style-type: none"><li>• Greater use of the LMS among system staff as a platform to store professional development opportunities for future reference</li></ul>	
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**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
JUNE 6, 2023**

***PUBLIC SESSION***

**TITLE: ATTENDANCE AREA REVIEW – BLESSED TRINITY CATHOLIC  
ELEMENTARY AND SECONDARY FAMILY OF SCHOOLS**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the commencement of the Attendance Area Ad Hoc Committee for the Blessed Trinity Catholic Elementary and Secondary Family of Schools in September 2023. The Ad Hoc Committee will include the establishment of an attendance boundary for the New Beamsville Catholic Elementary School, as well as an attendance area review of the existing Our Lady of Fatima Catholic Elementary School (Grimsby), St. Joseph Catholic Elementary School (Grimsby), St. Edward Catholic Elementary School, St. John Catholic Elementary School, St. Mark Catholic Elementary School, and St. Martin Catholic Elementary School in accordance with the Attendance Area Policy (301.3) and submit recommendations and/or provide a committee update to the January 16, 2024.

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the following Terms of Reference for the Blessed Trinity Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee:

Establishment of the attendance area for the New Beamsville Catholic Elementary School (located on Greenlane Road, east of Ontario Street); and review and recommend modified attendance area boundaries for Our Lady of Fatima Catholic Elementary School (Grimsby), St. Joseph Catholic Elementary School (Grimsby), St. Edward Catholic Elementary School, St. John Catholic Elementary School, St. Mark Catholic Elementary School, and St. Martin Catholic Elementary School, within the Blessed Trinity Catholic Secondary School – Family of Schools.

Align student enrolment across the Blessed Trinity Catholic Elementary Family of Schools in order to alleviate enrolment pressure.

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Prepared by: Clark Euale, Controller of Facilities Services  
Gino Pizzoferrato, Superintendent of Education  
Alexsandria, Pasquini-Smith, Administrator of Planning & Properties, Facilities Services

Presented by: Clark Euale, Controller of Facilities Services  
Gino Pizzoferrato, Superintendent of Education  
Alexsandria, Pasquini-Smith, Administrator of Planning & Properties, Facilities Services

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

Date: June 6, 2023



**REPORT TO THE COMMITTEE OF THE WHOLE  
MEETING DATE  
JUNE 6, 2023  
ATTENDANCE AREA REVIEW – BLESSED TRINITY CATHOLIC  
ELEMENTARY AND SECONDARY FAMILY OF SCHOOLS**

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**BACKGROUND INFORMATION**

At the May 24, 2016 Board meeting, the Niagara Catholic District School Board approved the Long Term Accommodation Plan 2016-2021.

The Long Term Accommodation Plan contained a number of recommendations to address accommodation issues that exist throughout the Board. One of the recommendations was to address the growth at the elementary level in the Blessed Trinity Catholic Secondary School Family of Schools through the construction of a new elementary school.

In July of 2020, the Niagara Catholic District School Board entered into an Agreement of Purchase and Sale of 5.53 acres of property located on Greenlane Road in the Town of Lincoln. This purchase was completed on September 24, 2021.

An application for funding of a new school was submitted by board staff through the 2021-2022 Capital Priorities Grant program and on November 23, 2021 the Ministry of Education approved the funding of \$10,108,084 for a 421 pupil place school to be completed no later than 2024-2025. A further application to add a three-room child care centre was submitted by board staff in November 2022 and on April 6, 2023 the Ministry of Education approved the funding of \$2,014,523 for the child care centre. The child care centre consists of one (1) preschool room, one (1) infant room, and one (1) toddler room for a total of forty-nine (49) licensed care spaces.

Currently, Our Lady of Fatima Catholic Elementary School (Grimsby), St. John Catholic Elementary School, St. Mark Catholic Elementary School, and St. Martin Catholic Elementary School are all over capacity and have temporary classrooms (portables) on site. It is anticipated that NCDSB will continue to see enrollment pressures throughout Grimsby and Beamsville within the next ten (10) years.

The addition of a new catholic elementary school requires the establishment of an Attendance Area. In order to establish the attendance area boundary for the New Beamsville Catholic Elementary School and redistribute enrolment across the Blessed Trinity Catholic Family of Schools a number of boundary change options will be investigated.

**Terms of Reference**

It is recommended that the Terms of Reference for the Blessed Trinity Catholic Elementary and Secondary Family of Schools Attendance Ad Hoc Committee are to:

Establishment of the attendance area for the New Beamsville Catholic Elementary School (located on Greenlane Road, east of Ontario Street); and review and recommend modified attendance area boundaries for Our Lady of Fatima Catholic Elementary School (Grimsby), St. Joseph Catholic Elementary School (Grimsby), St. Edward Catholic Elementary School, St. John Catholic Elementary School, St. Mark Catholic Elementary School, and St. Martin Catholic Elementary School, within the Blessed Trinity Catholic Secondary School – Family of Schools.

Align student enrolment across the Blessed Trinity Catholic Elementary Family of Schools in order to alleviate enrolment pressure.

**Blessed Trinity Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee**

As approved by the Board on January 31, 2023, the Blessed Trinity Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee shall be comprised of Trustees Natalia Benoit, Doug Joyner and Jim Marino.

Resources to the Committee will include Clark Euale, Controller of Facilities Services, Alexandria Pasquini-Smith, Administrator, Planning & Properties, Facilities Services, Gino Pizzoferrato, Superintendent of Education – Blessed Trinity Catholic Elementary and Secondary Family of Schools.

The Principals for the Blessed Trinity Catholic Elementary and Secondary Family of Schools will act as a resource to Superintendent Pizzoferrato. Catholic School Council Chairs or designates selected by the Catholic School Councils of the Blessed Trinity Catholic Elementary and Secondary Family of Schools will be invited to participate as a resource to the Committee.

**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the commencement of the Attendance Area Ad Hoc Committee for the Blessed Trinity Catholic Elementary and Secondary Family of Schools in September 2023. The Ad Hoc Committee will include the establishment of an attendance boundary for the New Beamsville Catholic Elementary School, as well as an attendance area review of the existing Our Lady of Fatima Catholic Elementary School (Grimsby), St. Joseph Catholic Elementary School (Grimsby), St. Edward Catholic Elementary School, St. John Catholic Elementary School, St. Mark Catholic Elementary School, and St. Martin Catholic Elementary School in accordance with the Attendance Area Policy (301.3) and submit recommendations and/or provide a committee update to the January 16, 2024.

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the following Terms of Reference for the Blessed Trinity Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee:

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School, and St. Martin Catholic Elementary School, within the Blessed Trinity Catholic Secondary School – Family of Schools.

Align student enrolment across the Blessed Trinity Catholic Elementary Family of Schools in order to alleviate enrolment pressure.

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Prepared by: Clark Euale, Controller of Facilities Services  
Gino Pizzoferrato, Superintendent of Education  
Alexsandria Pasquini-Smith, Administrator of Planning & Properties, Facilities Services

Presented by: Clark Euale, Controller of Facilities Services  
Gino Pizzoferrato, Superintendent of Education  
Alexsandria Pasquini-Smith, Administrator of Planning & Properties, Facilities Services

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

Date: June 6, 2023

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
JUNE 6, 2023**

***PUBLIC SESSION***

**TITLE: 2023-2024 ORIGINAL ESTIMATES**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Report on the 2023-2024 Original Estimates, as presented.

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Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Rosa Rocca, Controller of Financial Services

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

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

Date: June 6, 2023



## COMMITTEE OF THE WHOLE JUNE 6, 2022

### 2022-2023 ORIGINAL ESTIMATES

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#### BACKGROUND

On April 17, 2023 the Ministry of Education released the 2023-2024 Grants for Student Needs (GSN) for the 2023-2024 school year. GSN funding is projected to be \$27.1 billion, while the average provincial per-pupil base funding is projected to be \$13,125 in 2023–24. Base funding has increased by \$693 million or 2.7 per cent compared to 2022-23. This additional investment in public education demonstrates the government’s commitment to providing students with access to the skills and opportunities they need to succeed. There is a further \$516.2 million in Priorities and Partnership Funding (PPF), bringing the total investment in public education to \$27.6 billion. The PPF funding is outlined in Appendix D.

Going forward, investments will continue to build the education system for the future, continue to position Ontario as a leading jurisdiction in education, and support programs with the two greatest impact in the classroom and on students – including students who need our support the most. To support students across the province, the government is providing funding to support additional teachers, especially in key subjects like reading and math to build important life-long skills.

The plan to support learning in the 2023-24 school year includes the following key investments:

- Early Reading
- Math
- De-streaming
- Job-readiness
- Mental Health
- Human Rights and Inclusion
- Special Education
- Student Safety
- Student Transportation
- Capital
- Remote Learning Administration

The 2022-2023 Original Estimates funding by the Ministry of Education is primarily based on the average daily enrolment (ADE) of students per Board. The 2023-2024 Original Estimates are built on an approximate average daily enrolment of 21,205 for the 2023-2024 day school, pupils of the Board. This is an expected increase in enrolment of approximately 196 students for September 2023-2024 school year.

The Ministry has identified targeted investments and adjustments for a range of initiatives:

- Student transportation funding model reform
- Summer learning supports
- Funding in support of the ongoing labour negotiations
- Indigenous education priorities
- Previous PPF investments continued through the GSN

Starting in the 2023–24 school year, the ministry is implementing a new Student Transportation Grant funding framework that is transparent, equitable, and focused on reliability. The Student Transportation Grant is made up of the following three allocations:

- Transportation Services Allocation
- School Bus Rider Safety Training Allocation
- Transportation to Provincial or Demonstration Schools Allocation

As this is the first year of a new funding formula, the grant includes a Transition amount to ensure that no school board experiences a decline in funding compared to their allocation from the 2022–23 school year. The Transition amount is expected to be in place for four years (through the 2026–27 school year) and will be updated annually to reflect changes in enrolment, new routing results, and changes to benchmarks.

In addition to existing funding available in the GSN, the Safe and Clean Schools Supplement is providing funding through the following amounts:

- Professional/Paraprofessional amount: to support the salaries and benefits costs for staff such as psychologists, social workers and child/youth workers, to enhance additional direct services for students
- Educational Assistants amount: to support the salaries and benefits costs for educational assistants to work with students who may require additional support
- Custodian/Maintenance amount: to support the salaries and benefits costs for custodians to maintain clean schools.

### **Labour Related Changes**

- A \$1 per hour increase in education worker salary benchmarks in the 2022–23 school year over the 2021–22 school year, with a further \$1 per hour increase in 2023–24.
- A 1.25 per cent increase for teacher salary benchmarks in the 2022–23 school year over the 2021–22 school year, with a further 1.25 per cent increase in the 2023–24 school year as a labour provision.
  - As the principals' and vice-principals' terms and conditions of employment expire August 31, 2023, salary benchmarks for these staff remain unchanged in the 2023–24 school year from the 2022–23 school year.

Employee Life and Health Trust benefits funding amounts are being adjusted for CUPE and OCEW education workers for the 2022–23 school year (in-year) and 2023–24 school year as per their respective central collective agreements. School boards are expected to use the funding for these purposes, with priority given to professional/paraprofessional staff to support the well-being of students; however, boards have flexibility within these categories.

## Non-Staff Benchmarks

The ministry is providing a 2 per cent cost update to the non-staff portion of the School Operations Allocation benchmark to assist school boards in managing the increases in commodity prices (i.e., electricity, natural gas, facility insurance, and other costs).

Senior Administrative Council continues to redesign and scale programs and services that will optimize all areas of the Grants for Student Needs (GSN) and one-time grants for 2023-2024. This exercise has achieved a cost structure that is aligned with the 2023-2024 estimates and funding initiatives. Following an extensive consultation process, Senior Administrative Council has completed the Original Estimates for the 2023-2024 Budget. The current estimates provide the funding required to achieve the Board approved System Priorities.

The proposed 2023-2024 Original Estimates has resulted in an anticipated operating budget of \$294M million dollars. Niagara Catholic District School Board is projecting a 2023-2024 operating deficit of \$1.5M for compliance purposes.

The following information is attached for the review of the Trustees:

<b>APPENDIX A</b>	Average Daily Enrolment
<b>APPENDIX B</b>	Staffing Full Time Equivalent (FTE) Summary
<b>APPENDIX C</b>	Estimates Operating Revenue
<b>APPENDIX D</b>	Additional One-Time Revenue Priority Partnership Funds (PPF)
<b>APPENDIX E</b>	Special Education (Schedule 10A&B)
<b>APPENDIX F</b>	Expenditure Summary (Schedule 10)
<b>APPENDIX G</b>	Board Administration
<b>APPENDIX H</b>	Accumulated Surplus(Deficit) (Schedule 5)

### RECOMMENDATION

**THAT** the Niagara Catholic District School Board approve the Report on the 2023-2024 Original Estimates, as presented

Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Rosa Rocca, Controller of Financial Services

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

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

Date: June 6, 2023

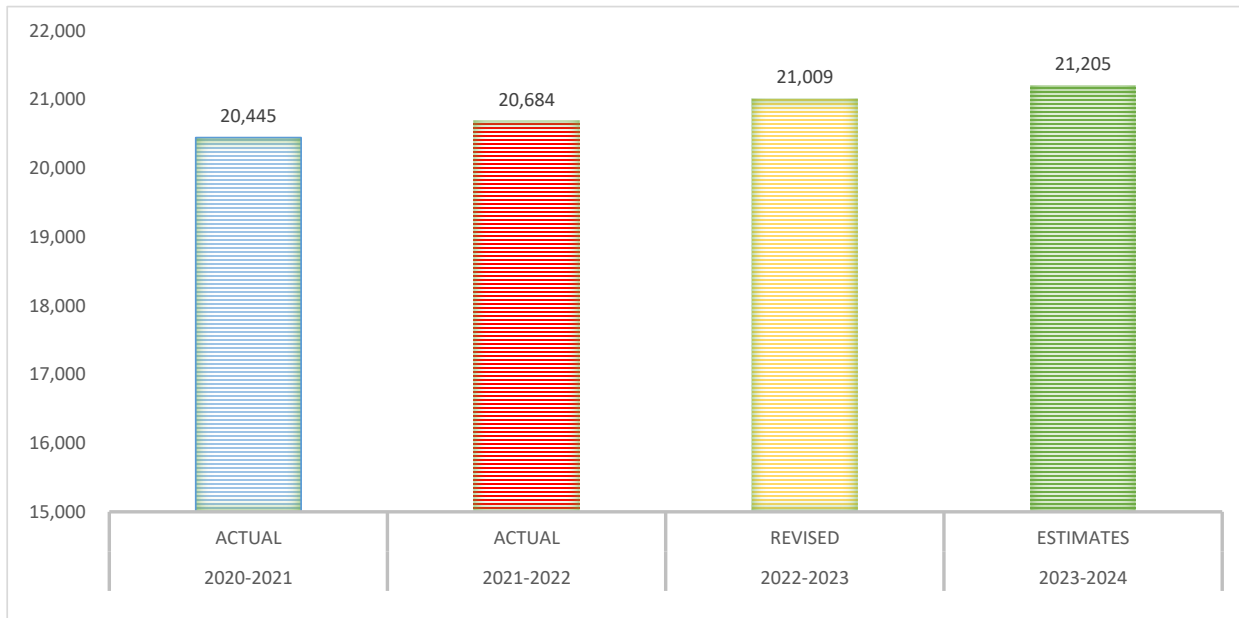


**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
ENROLMENT PROJECTIONS**

**AVERAGE DAILY ENROLMENT**

	2020-2021	A 2021-2022	B 2022-2023	C 2023-2024	(C-B) VARIANCE	(C-A) VARIANCE
	ACTUAL	ACTUAL	REVISED	ESTIMATES	REV vs EST	REV vs ACT
Junior Kindergarten	1,138	1,211	1,249	1,182	(67)	(29)
Kindergarten	1,322	1,311	1,344	1,331	(13)	20
Grade 1 - Grade 3	4,108	4,223	4,332	4,383	51	160
Grade 4 - Grade 8	7,412	7,454	7,499	7,590	91	136
<b>Total Elementary Day School</b>	<b>13,980</b>	<b>14,199</b>	<b>14,424</b>	<b>14,486</b>	<b>62</b>	<b>287</b>
<b>Total Secondary</b>	<b>6,274</b>	<b>6,233</b>	<b>6,300</b>	<b>6,392</b>	<b>92</b>	<b>159</b>
<b>Total Day School</b>	<b>20,254</b>	<b>20,432</b>	<b>20,724</b>	<b>20,878</b>	<b>154</b>	<b>446</b>
Adult, Con Ed., High Credit and Summer School	191	252	285	327	42	75
<b>Total Enrolment</b>	<b>20,445</b>	<b>20,684</b>	<b>21,009</b>	<b>21,205</b>	<b>196</b>	<b>521</b>

Average daily enrolment is the number of full-time pupils enrolled on October 31, 2022 and March 31, 2023



## REGULAR DAY SCHOOL FULL TIME EQUIVALENT (F.T.E.)

### Total Day School Programs

	2022-2023	2023-2024	CHANGE
	REVISED ESTIMATES	ORIGINAL ESTIMATES	
<b>TOTAL INSTRUCTION</b>			
Classroom Teachers	1,229.1	1,235.9	6.8
Teacher Assistants	306.0	312.0	6.0
Early Childhood Educators	87.0	87.0	0.0
Professionals, Paraprofessionals and Technicians	106.4	106.0	(0.4)
Library & Guidance	51.1	51.1	(0.0)
Principals & VPs	72.8	71.3	(1.5)
School Office	91.5	91.5	0.0
Coordinators and Consultants	19.5	20.1	0.6
<b>Total Staffing Instruction FTE</b>	<b>1,963.4</b>	<b>1,974.8</b>	<b>11.4</b>
<b>TOTAL ADMINISTRATION</b>			
Trustees	8.0	8.0	0.0
Student Trustees	2.0	2.0	0.0
Director and Supervisory Officers	6.0	6.0	0.0
Directors Office	7.0	8.0	1.0
Board Administration	43.7	43.7	0.0
Administration Support Other	6.0	6.0	0.0
<b>Total Administrations</b>	<b>72.7</b>	<b>73.7</b>	<b>1.0</b>
<b>PUPIL ACCOMMODATION</b>			
School Operations and Maintenance	173.7	171.6	(2.1)
<b>Total FTE</b>	<b>2,209.8</b>	<b>2,220.1</b>	<b>10.3</b>

Employee Group	2022-2023	2023-2024	CHANGE
	REVISED ESTIMATES	ORIGINAL ESTIMATES	
OECTA	1260.8	1,268.3	7.5
CUPE	713.0	720.6	7.6
Non Union	219.10	219.7	0.6
Trustees & Student Trustees	10.00	10.0	0.0
<b>Total FTE</b>	<b>2,202.9</b>	<b>2,218.6</b>	<b>15.7</b>

## GRANTS FOR STUDENT NEEDS

## SECTION 1A - SUMMARY OF ALLOCATIONS

	REVISED ESTIMATES	ORIGINAL ESTIMATES	VARIANCE
	2022-2023	2023-2024	
Pupil Foundation	\$118,377,740	\$121,526,106	\$3,148,366
School Foundation	\$17,205,527	\$17,655,673	\$450,146
Special Education	\$30,928,754	\$32,123,235	\$1,194,481
Language Allocation	\$6,205,410	\$6,214,661	\$9,251
Rural and Northern Education	\$130,525	\$137,745	\$7,220
Remote and Rural Allocation	\$33,359	\$33,158	(\$201)
Learning Opportunities	\$3,058,506	\$3,433,628	\$375,122
Continuing Education Allocation	\$1,608,826	\$1,778,407	\$169,581
Teacher Qualification	\$24,990,133	\$26,266,350	\$1,276,217
New Teacher Induction	\$64,600	\$64,600	\$0
ECE Q&E	\$1,449,932	\$1,389,237	(\$60,695)
Restraint Savings	(\$64,921)	(\$64,921)	\$0
Transportation	\$11,334,249	\$11,906,983	\$572,734
Administration and Governance	\$6,496,087	\$6,716,532	\$220,445
School Operations & Maintenance	\$21,238,486	\$22,124,461	\$885,975
Community Use of Schools	\$276,614	\$277,066	\$452
Declining Enrolment	\$0	\$0	\$0
Indigenous Funding	\$365,831	\$1,098,583	\$732,752
Mental Health and Well-Being	\$1,313,044	\$1,373,063	\$60,019
Supports for Students Fund	\$2,311,844	\$2,435,121	\$123,277
Program Leadership Grant	\$1,000,496	\$1,008,213	\$7,717
CoVid Learning Recovery Fund	\$3,186,533	\$0	(\$3,186,533)
Permanent Financing of NFP	\$117,487	\$117,487	\$0
<b>General Operating Allocation</b>	<b>\$251,629,062</b>	<b>\$257,615,388</b>	<b>\$5,986,326</b>
Minor Tangible Capital Assets	(\$6,290,727)	(\$6,440,385)	(\$149,658)
Trustee Association Fee	\$56,048	\$56,599	\$551
<b>Total Operating Allocation</b>	<b>\$245,394,383</b>	<b>\$251,231,602</b>	<b>\$5,837,219</b>

<b>INITIATIVE</b>	<b>AMOUNT (\$)</b>	<b>DESCRIPTION</b>
De-Streaming Implementation Supports	\$42,600	Funding can be used for: targeted supports for students in Grade 7, 8 and 9; enhancing culturally-responsive planning, instruction, assessment and evaluation practices
Early Reading Enhancements	\$128,000	This new funding will allow school boards to procure ministry-approved early reading screening tools for educators to conduct this screening.
Education Staff to Support Reading Interventions	\$689,700	School boards will receive new funding to hire teachers who can work one-on-one or in small groups with students in Kindergarten to Grade 3 who would benefit from more support in reading. These supports may include providing direct Tier 2 and Tier 3 reading interventions and other supports required by the school or board on reading and literacy-related initiatives.
Entrepreneurship Pilot	\$20,000	This funding for school boards is to provide entrepreneurship education for Grades 7-12 students developed/provided in partnership with local third-party organizations that have expertise in entrepreneurship, for example, local Chambers of Commerce.
Experiential Professional Learning Guidance Teachers	\$38,000	professional learning opportunities for all guidance teacher-counsellors to develop an enhanced understanding of the skilled trades and apprenticeship pathway and the benefits of the skilled trades as a career.
Health Resources, Training and Support	\$14,400	This funding is used to purchase and/or develop new resources and supports, and to deliver local training to principals/vice-principals, educators and other school staff related to current and emerging health and safety issues.
Licenses for Reading Intervention Support	\$153,100	This funding is intended to enable school boards to purchase licenses, resources and professional learning to support the provision of systematic, evidence-based reading interventions, supports or programs for struggling readers, including but not limited to students with reading disabilities.
Math Recovery Plan	\$738,400	School boards will be provided with funding to hire School Math Facilitators to work in Grades 3, 6 and 9 classrooms in priority schools. Math Lead Supervisory Officer position.
Professional Assessments	\$142,900	This program will support school boards to conduct professional assessments (e.g., speech and language, psycho-educational) to help reduce wait times.
Skilled Trades Bursary Program	\$13,000	provide \$1,000 bursaries to students, including adult learners, who will have earned or are earning two credits in a cooperative education program working in a skilled trades placement, have plans to pursue a post-secondary skilled trades pathway and have financial and other barriers to completing their Ontario Secondary School Diploma.
Special Education (AQ)	\$11,800	Funding will support educators' participation in approved Schedule C and Schedule D special education Additional Qualification (AQ) courses such as "D-Special Education Specialist.
Supports De-Streaming and Transition to High School	\$1,053,300	Funding for additional teachers in Grades 7-10 to work directly with students to provide early supports to prepare students in Grades 7 and 8 prior to transitioning into a de-streamed Grade 9 and to continue to support students in a de-streamed Grade 9 and their transition to Grade 10.
Summer Learning for Students with Special Education Needs	\$121,200	This funding will provide transition programs and additional staffing for students with special education needs over the summer months.
Summer Mental Health Supports	\$142,900	This funding is intended to ensure the continuity of mental health supports for students with mental health concerns and those in crisis and cannot be used to increase the Full-Time Equivalent (FTE) of mental health professionals

<b>SPECIAL EDUCATION</b>	<b>2022-2023</b>	<b>2023-2024</b>	
<b>TOTAL INSTRUCTION</b>	<b>REVISED</b>	<b>ESTIMATES</b>	<b>CHANGE</b>
Classroom Teachers	\$8,736,017	\$9,577,391	\$841,374
Supply Staff	\$1,267,059	\$1,240,000	(\$27,059)
Teacher Assistants	\$18,466,661	\$19,786,594	\$1,319,933
Textbooks and Supplies	\$775,000	\$775,000	\$0
Computers	\$72,000	\$72,000	\$0
Professionals, Paraprofessionals and Technicians	\$3,896,006	\$3,969,891	\$73,885
Staff Development	\$13,000	\$13,000	\$0
Coordinators and Consultants	\$368,168	\$349,227	(\$18,941)
Self Contained Allocation	(\$1,020,759)	(\$914,452)	\$106,307
<b>Total Expenditures</b>	<b>\$32,573,152</b>	<b>\$34,868,651</b>	<b>\$2,295,499</b>
<b>Total Revenue (Special Education &amp; Other Funding)</b>	<b>\$31,529,374</b>	<b>\$33,115,545</b>	<b>\$1,586,171</b>
<b>Surplus(Deficit)</b>	<b>(\$1,043,778)</b>	<b>(\$1,753,106)</b>	<b>(\$709,328)</b>
<b>Full Time Equivalent Special Education</b>	<b>2022-2023</b>	<b>2023-2024</b>	
	<b>REVISED</b>	<b>ESTIMATES</b>	<b>CHANGE</b>
Classroom Teachers	80.0	82.5	2.5
Teacher Assistants	308.0	312.0	4.0
Professionals, Paraprofessionals and Technicians	44.0	44.0	0.0
Coordinators and Consultants	2.0	2.0	0.0
<b>Total FTE Special Education</b>	<b>434.0</b>	<b>440.5</b>	<b>6.5</b>

## 2023-2024 ORIGINAL ESTIMATES

	2022-2023	2023-2024	
	REVISED	ORIGINAL	VARIANCE
	ESTIMATES	ESTIMATES	
<b>TOTAL INSTRUCTION</b>			
Classroom Teachers	\$139,342,289	\$139,433,123	\$90,834
Supply Staff	\$6,785,046	\$6,779,825	(\$5,221)
Teacher Assistants	\$18,466,661	\$19,918,234	\$1,451,573
Early Childhood Educators	\$5,281,932	\$5,652,734	\$370,802
Textbooks and Supplies	\$5,776,045	\$5,643,664	(\$132,381)
Computers	\$1,740,700	\$1,656,200	(\$84,500)
Professionals, Paraprofessionals and Technicians	\$10,585,996	\$10,560,526	(\$25,470)
Library & Guidance	\$3,992,986	\$3,963,998	(\$28,988)
Staff Development	\$488,500	\$245,800	(\$242,700)
Department Heads	\$331,810	\$310,000	(\$21,810)
Principals & VPs	\$10,317,354	\$10,248,859	(\$68,495)
School Office	\$6,545,704	\$6,489,967	(\$55,737)
Coordinators and Consultants	\$2,614,011	\$2,467,215	(\$146,796)
Continuing Education	\$4,959,561	\$4,997,053	\$37,492
<b>Total Instruction Expenses</b>	<b>\$217,228,595</b>	<b>\$218,367,198</b>	<b>\$1,138,603</b>
<b>TOTAL ADMINISTRATION</b>			
Administration			
Trustees	\$264,853	\$256,937	(\$7,916)
Director and Supervisory Officers	\$1,421,929	\$1,523,544	\$101,615
Board Administration	\$6,945,034	\$7,155,044	\$210,010
<b>Total Administrations</b>	<b>\$8,631,816</b>	<b>\$8,935,525</b>	<b>\$303,709</b>
<b>TOTAL TRANSPORTATION</b>			
Transportation			
Pupil Transportation	\$11,695,617	\$13,524,443	\$1,828,826
Pupil Transportation - Provincial Schools	\$93,431	\$77,255	(\$16,176)
<b>Total Transportation</b>	<b>\$11,789,048</b>	<b>\$13,601,698</b>	<b>\$1,812,650</b>
<b>PUPIL ACCOMMODATION</b>			
School Operations and Maintenance	\$21,980,435	\$22,353,308	\$372,873
School Renewal	\$1,267,964	\$1,419,773	\$151,809
Other Pupil Accommodation	\$2,718,835	\$2,340,269	(\$378,566)
Amortization	\$15,285,373	\$15,662,551	\$377,178
Interest Charges	\$117,487	\$117,487	\$0
<b>Total Pupil Accommodation</b>	<b>\$41,370,094</b>	<b>\$41,893,388</b>	<b>\$523,294</b>
School Generated Funds Expenses	\$8,480,000	\$8,480,000	\$0
<b>Total Expenses Schedule 10</b>	<b>\$287,499,554</b>	<b>\$291,277,809</b>	<b>\$3,778,255</b>
Provision 1.5%	0	\$3,100,000	
<b>Total Expenses (Incl. Provisions)</b>	<b>\$287,499,554</b>	<b>\$294,377,809</b>	<b>\$6,878,255</b>

**BOARD ADMINISTRATION EXPENDITURES**

**SCHEDULE 10.6**

SCHEDULE 10.6

		Salaries and Wages*	Employee Benefits	Staff Development	Supplies and Services	Rental Expenses	Fees and Contract Services	Other Expenses	2023-2024 Total Expenses	2022-2023 Total Expenses	Change
				04	05	08	09	10			
Board Admin - Trustees	31	91,682	8,737	0	33,500			123,017	256,936	264,853	(7,917)
Board Admin - Directors and Supervisors	32	1,162,152	91,342	37,800	47,250		145,000	40,000	1,523,544	1,421,929	101,615
Finance	33	431,725	86,938	11,000	1,000		105,000	10,000	645,663	631,726	13,937
Information Technology Administration	35	240,811	66,197	35,000	221,000		488,900		1,051,908	1,045,641	6,267
Purchase & Procurement	39	249,558	63,580	5,500	66,000			20,000	404,638	403,928	710
Human Resource Administration	34	1,603,524	417,937	24,600	33,500		430,000	29,500	2,539,061	2,498,213	40,848
Payroll Administration	37	409,144	103,907	3,500			12,000		528,551	538,210	(9,659)
Director's Office	36	469,869	119,117	1,800	6,500				597,286	515,176	82,110
Administration and Other	38	260,220	47,439	7,000	85,885				400,544	453,653	(53,109)
Operations & Maintenance	44	168,053	50,740		610,600	93,000	65,000		987,393	858,487	128,906
<b>BOARD ADMINISTRATION EXPENSES</b>		<b>5,086,738</b>	<b>1,055,934</b>	<b>126,200</b>	<b>1,105,235</b>	<b>93,000</b>	<b>1,245,900</b>	<b>222,517</b>	<b>8,935,524</b>	<b>8,631,816</b>	<b>303,708</b>

	Board Working Version Estimates	2023-24 Estimates	No SubCategory Estimates
	Accumulated Surplus (Deficit) - Balance at September 1	Accumulated Surplus (Deficit) - In- Year Increase (Decrease)	Accumulated Surplus (Deficit) - Balance at August 31
<b>AVAILABLE FOR COMPLIANCE - UNAPPROPRIATED</b>			
Operating Accumulated Surplus	\$6,493,374	(\$1,515,692)	\$4,977,682
<b>Available for Compliance - Unappropriated</b>	<b>\$6,493,374</b>	<b>(\$1,515,692)</b>	<b>\$4,977,682</b>
Other Purposes - Operating 1	\$227,190		\$227,190
Other Purposes - Operating 3	\$340,912		\$340,912
Committed Sinking Fund interest earned	\$157,273	(\$45,328)	\$111,945
Committed Sinking Fund interest earned Adjustment	(\$45,328)	\$45,328	\$0
Committed Capital Projects	\$3,406,538	(\$303,216)	\$3,103,322
Committed Capital Projects Adjustment	(\$303,216)	\$303,216	\$0
Other Purposes - Capital 1	\$329,394		\$329,394
<b>Available for Compliance - Internally Appropriated</b>	<b>\$4,112,763</b>	<b>\$0</b>	<b>\$4,112,763</b>
<b>Total Accumulated Surplus (Deficit) Available for Compliance</b>	<b>\$10,606,137</b>	<b>(\$1,515,692)</b>	<b>\$9,090,445</b>
<b>UNAVAILABLE FOR COMPLIANCE</b>			
<b>NON DISPONIBLE AUX FINS DE CONFORMITÉ</b>			
Interest to be Accrued	(\$734,395)	\$0	(\$734,395)
Committed Sinking Fund interest earned Adj	\$45,328	(\$45,328)	\$0
School Generated Funds	\$2,340,457	\$0	\$2,340,457
Committed Capital Projects Adj	\$303,216	(\$303,216)	\$0
Revenues recognized for land	\$14,062,682	\$1,200,000	\$15,262,682
Liability for Contaminated Sites			
<b>Total Accumulated Surplus (Deficit) Unavailable for Compliance</b>	<b>\$16,017,288</b>	<b>\$851,456</b>	<b>\$16,868,744</b>
<b>Total Accumulated Surplus (Deficit)</b>	<b>\$26,623,425</b>	<b>-\$664,236</b>	<b>\$25,959,189</b>