



*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, NOVEMBER 14, 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 Bruzzese -
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 October 10, 2023 A5
6. Consent Agenda Items -
  - 6.1 Staff Development Department Professional Development Opportunities A6.1
  - 6.2 Capital Projects Progress Report Update A6.2
  - 6.3 2023-2024 Parents Reaching Out (PRO) Grants A6.3
  - 6.4 Student Achievement Plan 2023-2024 A6.4
  - 6.5 Attendance Area Review – Blessed Trinity Catholic Elementary and Secondary Schools  
Terms of Reference A6.5

### B. PRESENTATIONS

### C. GOVERNANCE POLICIES

1. Governance Policies for Recommendation to the Board -
  - 1.1 Community Use of Facilities Policy (800.2) C1.1
  - 1.2 Admission of Elementary and Secondary Students' Policy (301.1) C1.2
2. Governance Policies Prior to Vetting -
  - 2.1 Employee Hospitality Policy (201.14) C2.1
  - 2.2 Student Transportation Policy (500.2) C2.2
3. Governance Policy Review Schedule C3

### D. COMMITTEE AND STAFF REPORTS

1. Facilities Services – State of Infrastructure – Clark D1

- |    |   |    |
|----|---|----|
| 2. | K-12 Experiential Learning and Technology, Specialist High Skills Major (SHSM), Cooperative Education and Ontario Youth Apprenticeship Program (OYAP) | D2 |
| 3. | Monthly Updates   |    |
|    | 3.1 Student Senate Update   | -  |
|    | 3.2 Senior Staff Good News Update   | -  |

## **E. INFORMATION**

- |    |   |      |
|----|---|------|
| 1. | Trustee Information   |      |
|    | 1.1 2024 OCSTA Trustee Award of Merit                                     | E1.1 |
|    | 1.2 2024 OCSTA Student Trustee Alumni Award                               | E1.2 |
|    | 1.3 OCSTA Memorandum – Consultation on Accelerated Apprenticeship Pathway | E1.3 |

## **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  
NOVEMBER 14, 2023**

***PUBLIC SESSION***

**TOPIC: MINUTES OF THE COMMITTEE OF THE WHOLE  
MEETING OF OCTOBER 10, 2023**

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**RECOMMENDATION**

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of October 10, 2023, as presented.



# MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

## TUESDAY, OCTOBER 10, 2023

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Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, October 10, 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 Burkholder

2. Roll Call

Vice-Chair Burkholder noted that Trustee Benoit asked to be excused.

Vice-Chair Burkholder noted that Trustee 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	✓			
Emilio Geremia	✓			

The following staff were in attendance:

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

3. **Approval of the Agenda**

Moved by Trustee Turner

**THAT** the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of October 10, 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 September 12, 2023**

Moved by Trustee Marino

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of September 12, 2023, as presented.

**CARRIED**

6. **Consent Agenda Items**

Trustee Burkholder requested Item 6.1 be held. This item was moved to Committee and Staff Reports Section C of the agenda.

6.1 **Annual Reports for Catholic School Councils & NCPIC 2022-2023**

Moved to Section C

6.2 **The Ministry's Advisory Council on Special Education Community Collaboration Form**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the submission of the attached Community Collaboration Form to the Chair of the Eastern Ontario Catholic District School Board for sharing with the Minister's Advisory Council on Special Education.

6.3 **Extended Overnight Field Trip, Excursion and Exchange Committee**

Presented for information.

6.4 **Staff Development Department Professional Development Opportunities**

Presented for information.

6.5 **Capital Projects Progress Report Update**

Presented for information.

Moved by Trustee Joyner

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

**CARRIED**

## **B. PRESENTATIONS**

## **C. GOVERNANCE POLICIES**

### **Consent Agenda Item 6.1 Annual Reports for Catholic School Councils & NCPIC 2022-2023**

Director Cipriano and Superintendent Forsyth-Sells answered questions of Trustees.

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

##### **1.1. Board By-Laws Policy (100.1)**

Director Cipriano presented feedback received from the vetting process and highlighted recommended amendments to the Board By-Laws Policy (100.1), following the vetting process.

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

- Page 5, Item 6 Section ii – add “*review and assist with the preparation of the agendas for Committee of the Whole and Board meetings, in consultation with the Director of Education and the Chair of the Board*”

Moved by Trustee Joyner

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Board By-Laws Policy (100.1), as amended.

**APPROVED**

##### **1.2. Trustee Electronic Meetings (Board and Committees) Policy (100.8)**

Director Cipriano presented feedback received from the vetting process and highlighted recommended amendments to the Trustee Electronic Meetings (Board and Committees) Policy (100.8), following the vetting process.

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

- No amendment

Moved by Trustee Turner

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Trustee Electronic Meetings (Board and Committees) Policy (100.8), as presented.

**APPROVED**

## **2. Governance Policies Prior to Vetting**

### **2.1. Safe Schools Policy (302.6)**

Domenic Massi, Superintendent of Education, presented the Safe Schools Policy (302.6).

The Committee of the Whole suggested the following amendments:

- The committee requested that moving forward all policies add a connection or passage of our faith that reflects the content of the policy if applicable.

The Committee of the Whole requested that the Safe Schools Policy (302.6), be vetted from October 11, 2023 to December 13, 2023 with a recommended deadline for presentation to the Committee of the Whole in January, for consideration to the Board in January.

### **2.2. Dress Code – Secondary Uniform – Safe Schools Policy (302.6.6)**

Superintendent Massi, presented the Dress Code – Secondary Uniform – Safe Schools Policy (302.6.6).

The Committee of the Whole suggested the following amendments:

- Add a connection or passage of our faith that reflects the content of the policy if applicable.

The Committee of the Whole requested that the Dress Code – Secondary Uniform – Safe Schools Policy (302.6.6), be vetted from October 11, 2023 to December 13, 2023 with a recommended deadline for presentation to the Committee of the Whole in January, for consideration to the Board in January.

### **2.3. Corporate Cards, Purchasing Cards and Petty Cash Policy (600.4)**

Giancarlo Vetrone, Superintendent of Business & Financial Services, presented the Corporate Cards, Purchasing Cards and Petty Cash Policy (600.4).

The Committee of the Whole suggested the following amendments:

- Add a connection or passage of our faith that reflects the content of the policy if applicable.

The Committee of the Whole requested that the Corporate Cards, Purchasing Cards and Petty Cash Policy (600.4), be vetted from October 11, 2023 to December 13, 2023 with a recommended deadline for presentation to the Committee of the Whole in January, for consideration to the Board in January.

## **3. Governance Policy Review Schedule**

Vice-Chair Burkholder presented the Governance Policy Review Schedule.

## **D. COMMITTEE AND STAFF REPORTS**

### **1. Draft Letters to Minister Lecce**

Director Cipriano highlighted the letters addressed to Minister Lecce.

Following discussion, it was recommended that the letter regarding rising food insecurity be addressed to both Minister Parsa and Minister Lecce and that the letter be revised and brought back to the October Board meeting for approval.

Following discussion, it was recommended that both letters be endorsed by the Student Trustees as well as the Chair of the Board.

Moved by Trustee Di Lorenzo

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Draft Letter regarding the rising mental health crisis addressed to Minister Lecce, as amended.

**CARRIED**

### **2. Draft Letter to Bishop Bergie and Fr. Paul MacNeil**

Director Cipriano highlighted the letters addressed to Bishop Bergie and Fr. Paul MacNeil.

Moved by Trustee Turner

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Draft Letter addressed to Bishop Bergie and Fr. Paul MacNeil, as presented.

**CARRIED**

### **3. Capital Priorities Program Submissions 2023-2024**

Clark Euale, Controller of Facilities Services provided background information on the Capital Priorities Program Submissions, and introduced Alexandria Pasquini-Smith, Administrator of Planning and Properties Submissions for 2023-2024.

Controller Euale and Ms. Pasquini-Smith answered questions of Trustees.

### **4. Monthly Updates**

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

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

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

Senior Staff highlights included:

##### **Superintendent Rocca**

- On Thursday, September 28<sup>th</sup>, CBC Journalist Beattie visited our Saint Kateri Tekakwitha Centre to do an interview on Niagara Catholic's Elementary and Secondary Soaring Eagles Program. The visit included an interview with our Indigenous Lead



Gary Parker and Principal John Belcastro who discussed the value and importance of this program.

- The Truth and Reconciliation Walk held on September 29<sup>th</sup> was well represented by Niagara Catholic District School Board including Senior staff, administration and our Niagara Catholic Secondary schools.

**Director Cipriano**

- Two communication pieces have been created through the communication department and human resources department. One for our families called *Niagara Catholic Chronicle*, and one for our staff called *Niagara Catholic CommUNITY*.

**E. INFORMATION**

**1. Trustee Information**

**1.1 OCSTA 2024 Catholic Trustees Seminar – January 19-20, 2024**

Vice-Chair Burkholder highlighted the OCSTA 2024 Catholic Trustees Seminar being held on January 19-20, 2024.

Trustees were asked to confirm their attendance with Anna Pisano.

**F. OTHER BUSINESS**

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

- 1.1 The 2<sup>nd</sup> PD Session with Dr. Sinclair is planned for December 5, 2023 at 4:15 prior to the 6:00 pm Organizational Board meeting and the 6:30 Committee of the Whole meeting.

**G. BUSINESS IN CAMERA**

Nil

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

**I. ADJOURNMENT**

Moved by Trustee Marino

**THAT** the October 10, 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 **October 10, 2023.**

Approved on **November 14, 2024.**

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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  
NOVEMBER 14, 2023**

***PUBLIC SESSION***

**TOPIC: GOVERNANCE POLICIES FOR RECOMMENDATION TO THE  
BOARD  
COMMUNITY USE OF FACILITIES POLICY (800.2)**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Community Use of Facilities Policy (800.2), as presented.

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Prepared by: Clark Euale, Controller of Facilities Services  
Presented by: Clark Euale, Controller of Facilities Services  
Recommended by: Camillo Cipriano, Director of Education/Secretary-Treasurer  
Date: November 14, 2023



Niagara Catholic District School Board

**COMMUNITY USE OF FACILITIES POLICY**

STATEMENT OF GOVERNANCE POLICY

800 – Schools and Community Councils

Policy No. 800.2

Adopted Date: April 28, 1998

Latest Reviewed/Revised Date: June 18, 2019

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Niagara Catholic District School Board supports the responsible use of Board facilities by the community where it does not detract from the operations of the facility as it pertains to Board and / or School programs.

Niagara Catholic acknowledges that schools in Ontario are recognized as hubs for community activity and will be affordable and accessible to communities in order to support the goals of a healthier Ontario, stronger communities and student success.

A schedule of fees will reflect the varying nature and purpose of the community use of its facilities based on the fee structure as determined by the community use classifications.

The schedule of fees shall be reviewed and revised annually by Senior Administrative Council.

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

**References**

- [Accepting Schools Act, \(2012\)](#)
- [Fire Safety Reference Guide for Schools \(Updated February 2013\)](#)
- [Smoke Free Ontario Act 2017](#)

**Niagara Catholic District School Board Policies/Procedures/Documents**

- [Accessibility Customer Services Policy \(800.8.1\)](#)
- [Access to Board Premises \(302.6.3\) AOP](#)
- [Code of Conduct Policy \(302.6.2\)](#)
- [School Operations for Inclement Weather and Workplace Closure Policy \(500.1\)](#)
- [User Group Classifications and Fees](#)

<b>Adopted Date:</b>	<b>April 28, 1998</b>
<b>Revision History:</b>	<b>April 18, 2000</b> <b>February 25, 2003</b> <b>March 17, 2003</b> <b>August 31, 2006</b> <b>February 28, 2012</b> <b>June 18, 2013</b> <b>June 18, 2019</b>

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
NOVEMBER 14, 2023**

***PUBLIC SESSION***

**TOPIC: GOVERNANCE POLICIES FOR RECOMMENDATION TO THE  
BOARD  
ADMISSION OF ELEMENTARY AND SECONDARY  
STUDENTS' POLICY (301.1)**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Admission of Elementary and Secondary Students' Policy (301.1), as presented.

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



Niagara Catholic District School Board  
**ADMISSION OF ELEMENTARY AND  
 SECONDARY STUDENTS' POLICY**  
 STATEMENT OF GOVERNANCE POLICY

300 – Schools/Students

Policy No 301.1

Adopted Date: February 24, 1998

Latest Reviewed/Revised Date: April 23, 2019

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, ~~Niagara Catholic the Board~~ embraces the opportunities and challenges of providing supports a welcoming, equitable, safe and accepting learning environment in which the teachings of Christ and the Catholic faith provide a distinctive Catholic education for all elementary and secondary students within its jurisdiction.

The Board, in cooperation with the Bishop, Priests, Chaplaincy Leaders and the parent/guardian community, fosters the spiritual growth of all students enabling them to become responsible citizens, who give witness to Catholic social teachings by promoting peace, justice and the sacredness of human life.

The purpose of this policy is to provide direction on the process for admission of students to the elementary and secondary schools of the Niagara Catholic District School Board.

Niagara Catholic elementary schools are open to non-Catholic students, with the support of the principal, and approval by the Family of Schools' Superintendent, if the school has capacity to accommodate the request. This process is only a requirement for admission of non-Catholic students to elementary schools. It does not apply to non-Catholic students entering Catholic secondary schools.

Parents/guardians who request admission for students to a Niagara Catholic school are expected to respect the environment and traditions of Catholic Education, the Ontario Catholic School Graduate and the Expectations and the Board Governance Policies and Administrative Operational Procedures. Students electing to attend a Niagara Catholic elementary or secondary school will be expected to fully participate in religious education classes/courses, family life programs and faith formation activities.

~~Therefore, upon approval, any student within the Niagara Region, electing to attend a Niagara Catholic elementary or secondary school may attend with the understanding that they respect the environment and traditions of Catholic Education, and the expectations of the Niagara Catholic District School Board.~~

The purpose of this policy is to provide direction on the process for admission of students to the elementary and secondary schools of the Niagara Catholic District School Board.

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

### References

- [Aboriginal Affairs and Northern Development Canada](#)
- [Education Act \(Section 33 \(3\), 1997\)](#)
- [Immigration and Refugee Protection Act \(Canada\)](#)
- [International Exchange Student - Ontario \(ISE\)](#)
- [Ontario Catholic School Graduation Expectations](#)

### Niagara Catholic District School Board Policies/Procedures

- [Attendance Areas Policy \(301.3\)](#)
- [Code of Conduct Policy \(302.6.2\)](#)

- [\*Dress Code Secondary Uniform Policy \(302.6.6\)\*](#)
- [\*Elementary Standardized Dress Code Policy \(302.6.10\)\*](#)
- [\*Ontario Student Record \(301.7\) Administrative Operational Procedures\*](#)
- [\*Safe and Accepting Schools Policy \(302.6\)\*](#)
- [\*Student Transportation Policy \(500.2\)\*](#)
- [\*Voluntary and Confidential Indigenous Students First Nation, Métis and Inuit Self-Identification \(301.9\) Administrative Operational Procedures\*](#)
- [\*Protocol Between the NCDSB and FACS Niagara\*](#)

<b>Adopted Date:</b>	<b>February 24, 1998</b>
<b>Revision History:</b>	<b>June 16, 2009</b>
	<b>January 26, 2010</b>
	<b>April 27, 2010</b>
	<b>February 26, 2013</b>
	<b>December 17, 2013</b>
	<b>June 16, 2015</b>
	<b>April 23, 2019</b>

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
NOVEMBER 14, 2023**

***PUBLIC SESSION***

**TOPIC: GOVERNANCE POLICIES PRIOR TO VETTING  
EMPLOYEE HOSPITALITY POLICY (201.14)**

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Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Date: November 14, 2023



Niagara Catholic District School Board  
**EMPLOYEE HOSPITALITY POLICY**  
STATEMENT OF GOVERNANCE POLICY

200 – Human Resources

Policy No 201.14

Adopted Date: March 27, 2007

Latest Reviewed/Revised Date: November 26, 2019

In keeping with, the Mission, Vision, and Values of the Niagara Catholic District School Board, the Board acknowledges that ~~the~~ employees may incur expenses related to their **employment with work** for the Board.

It is the Policy of **the** Niagara Catholic District School Board that staff ~~designated by the Director of Education~~ may provide hospitality **in the course of their duties** on behalf of the Board ~~where necessary and reasonable in the course of their duties.~~

Hospitality is defined as the provision of food, beverages, accommodations, transportation, and/or other amenities expensed to Board funds, for the benefit, reception and entertainment of guests/visitors, school community members, and business partners.

~~The Board shall assume no obligation to reimburse hospitality expenses that are not in compliance with this Policy~~

The Niagara Catholic District School Board shall comply with the Broader Public Sector Expenses Directive **and** shall assume no obligation to reimburse hospitality expenses that are not in compliance with this Policy.

~~in a manner that achieves value for money. These~~ **All** expenditures shall be **approved, reasonable, and transparent, appropriate and as approved and are**

~~All expenditures related to hospitality shall be made available upon request through the Freedom of Information (FOI) requests process.~~

Expenditures shall be reimbursed in accordance with **the** administrative **operational** procedures established by the Director of Education.

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

**References**

- **Niagara Catholic District School Board Policies/Procedures**
  - [Code of Conduct Policy \( 302.6.2\)](#)

<b>Adopted Date:</b>	<b>March 27, 2007</b>
<b>Revision History:</b>	<b>December 17, 2013</b> <b>November 26, 2019</b>



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
NOVEMBER 14, 2023**

***PUBLIC SESSION***

**TOPIC: GOVERNANCE POLICIES PRIOR TO VETTING  
STUDENT TRANSPORTATION POLICY (500.2)**

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Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Date: November 14, 2023



Niagara Catholic District School Board  
**STUDENT TRANSPORTATION POLICY**  
 STATEMENT OF GOVERNANCE POLICY

500 – Auxiliary Services

Policy No 500.2

Adopted Date: March 27, 2007

Latest Reviewed/Revised Date: February 26, 2019

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, and in accordance with the *Education Act*, school boards may provide home-to-school or school-to-school transportation for their students who are resident pupils within the Board’s jurisdiction **of the Board**.

Transportation may be provided for elementary and secondary school students when the walking distance from the student’s residence to their home school is equal to or greater than the distance listed below:

Grade Level	Kilometers
ELKP Kindergarten	.80
Grades 1-8	1.60
Grades 9-12	<del>2.50</del> 3.20

All distances referenced shall be the shortest walking route, measured from the point at which the laneway or driveway of the student’s residence joins the roadway to the nearest roadway or pathway/sidewalk entrance to the school property. The distance from a student’s residence to the bus pickup or discharge location shall not exceed the transportation eligibility distances. Where a student encounters safety hazards on his/her walk to school with the approval of the Family of Schools’ Superintendent of Education and the Executive Director of Niagara Student Transportation Services, consideration may be given to providing appropriate transportation for the student.

**In some cases requests for transportation may be considered for provided to students with special education needs, with the approval of the Family of Schools’ Superintendent of Education and the Superintendent of Education – Student Support Services (Special Education).**

**In consultation with the Executive Director of Niagara Student Transportation Services, transportation may be provided to students, who attend a school other than their home school for approved program attendance, with the approval of the Family of Schools Superintendent of Education and the Superintendent of Education – Program and Innovation.**

~~Every effort will be made to keep student transportation time from home to school at a reasonable level. Whenever possible and practical, the transportation time~~ **from home to school** is not expected to exceed one hour.

~~In situations where a student does not qualify for transportation under the Board’s normal eligibility criteria,~~ It is the parent’s responsibility to ensure that their child gets to and from school safely **when a student is ineligible for Board transportation.**

The Director of Education, in consultation with the Niagara Student Transportation Services (NSTS) Consortium, will issue [Administrative Operational Procedures](#) for the implementation of this policy.

**References**

- [Education Act](#)
- [Niagara Student Transportation Services Consortium](#)
- [Niagara Catholic District School Board Policies/Procedures](#)

- [Accessibility Standards Policy \(800.8\)](#)
- [Admission of Elementary and Secondary Students Policy \(301.1\)](#)
- [Educational Field Trips \(400.2\) AOP](#)
- [School Operations for Inclement Weather and Workplace Closure Policy \(500.1\)](#)

<b>Adopted Date:</b>	<b>March 27, 2007</b>
<b>Revision History:</b>	<b>September 29, 2008</b> <b>April 28, 2009</b> <b>June 15, 2010</b> <b>May 27, 2014</b> <b>February 26, 2019</b>

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
NOVEMBER 14, 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: November 14, 2023



# GOVERNANCE POLICY REVIEW SCHEDULE

SEPTEMBER 2023 - JUNE 2024

Updated: November 2023

SORTED BY COMMITTEE OF THE WHOLE MEETING DATE					
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	Prior to Vetting	After Vetting
1997	2023	100.1	Board By-Laws ***	June 2023	October 2023
2005	2020	100.8	Trustee Electronic Meetings (Board and Committees)	June 2023	October 2023
1998	2019	800.2	Community Use of Facilities	September 2023	November 2023
1998	2019	301.1	Admission of Elementary & Secondary Students	September 2023	November 2023
2001	2020	302.6.6	Dress Code - Secondary Uniform - Safe Schools	October 2023	January 2024
2001	2019	302.6	Safe and Accepting Schools	October 2023	January 2024
2007	2019	600.4	Corporate Cards, Purchasing Cards and Petty Cash	October 2023	January 2024
2007	2019	201.14	Employee Hospitality	November 2023	February 2024
2007	2019	500.2	Student Transportation	November 2023	February 2024
1998	2020	301.3	Attendance Area	January 2024	March 2024
2011	2020	800.7	Niagara Catholic Parent Involvement Committee	January 2024	March 2024
2001	2020	302.6.2	Code of Conduct	January 2024	March 2024
2012	2020	302.6.10	Elementary Standardized Dress Code - Safe Schools	February 2024	April 2024
2007	2020	100.9	Advocacy Expenditures	February 2024	April 2024
1998	2020	600.1	Purchasing/Supply Chain Management	March 2024	May 2024
2002	2023	201.7	Employee Workplace Harassment *	March 2024	May 2024
2002	2023	201.11	Employee Workplace Violence *	March 2024	May 2024
2002	2023	201.6	Occupational Health & Safety *	March 2024	May 2024
2010	2020	100.10	Equity and Inclusive Education	April 2024	June 2024
2013	2020	203.4	Leadership Pathways	April 2024	June 2024

\* Ministry of Labour Compliance Annual Review

SORTED BY BOARD MEETING DATE				
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	BOARD MEETING DATE
1997	2023	100.1	Board By-Laws ***	October 2023
2005	2020	100.8	Trustee Electronic Meetings (Board and Committees)	October 2023
1998	2019	800.2	Community Use of Facilities	November 2023
1998	2019	301.1	Admission of Elementary & Secondary Students	November 2023
2001	2020	302.6.6	Dress Code - Secondary Uniform - Safe Schools	January 2024
2001	2019	302.6	Safe and Accepting Schools	January 2024
2007	2019	600.4	Corporate Cards, Purchasing Cards and Petty Cash	January 2024
2007	2019	201.14	Employee Hospitality	February 2024
2007	2019	500.2	Student Transportation	February 2024
1998	2020	301.3	Attendance Area	March 2024
2011	2020	800.7	Niagara Catholic Parent Involvement Committee & By-Laws	March 2024
2001	2020	302.6.2	Code of Conduct	March 2024
2012	2020	302.6.10	Elementary Standardized Dress Code - Safe Schools	April 2024
2007	2020	100.9	Advocacy Expenditures	April 2024
1998	2020	600.1	Purchasing/Supply Chain Management	May 2024
2002	2023	201.7	Employee Workplace Harassment *	May 2024
2002	2023	201.11	Employee Workplace Violence *	May 2024
2002	2023	201.6	Occupational Health & Safety *	May 2024
2010	2020	100.10	Equity and Inclusive Education	June 2024
2013	2020	203.4	Leadership Pathways	June 2024

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
NOVEMBER 14, 2023**

***PUBLIC SESSION***

**TITLE: FACILITIES SERVICES:  
STATE OF INFRASTRUCTURE 2023-2024**

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The Facilities Services: State of Infrastructure 2023-2024 report  
is presented for information

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Prepared by: Clark Euale, Controller of Facilities Services

Presented by: Clark Euale, Controller of Facilities Services

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

Date: November 14, 2023



## REPORT TO THE COMMITTEE OF THE WHOLE NOVEMBER 14, 2023

### FACILITIES SERVICES: STATE OF INFRASTRUCTURE 2023-2024

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#### BACKGROUND INFORMATION

The Facilities Services Department of Niagara Catholic currently oversees a portfolio of assets worth approximately \$650 million in current replacement value (CRV), and a total building area of 262,874 s.m. or 2,829,552 s.f. Our portfolio consists of 49 elementary schools, 8 secondary schools, 4 adult educational facilities, 3 alternative education centres, a maintenance yard, and 2 administrative facilities. The age of this portfolio ranges from 5 to 105 years, with many additions and alternations completed throughout.

There are many key performance indicators highlighted by the asset management database. Among them are the ages and areas of our facilities, the current replacement value (CRV), a summary of deferred maintenance (DM) as recommended by VFA based upon industry standards, and a very important ratio called the Facility Condition Index or FCI. FCI is the ratio of deferred maintenance to total current replacement value and ranges from 0 to 100%. An FCI of 0 indicates zero maintenance requirements over the CRV, or a building in new condition. Conversely, and FCI of 100% or sometimes greater indicates the total deferred maintenance is greater than the CRV, meaning the building has far exceeded its useful life and is prohibitive to repair.

The industry standard for FCI is as follows:

0.0 – 0.05	GOOD
0.6 – 0.10	FAIR
0.11 – 0.30	POOR
0.31 – 0.50	CRITICAL
0.51 – 1.00	DIVEST

The average FCI at Niagara Catholic is currently 0.30 representing a poor state of infrastructure. While this may look alarming, a closer look at the data will reveal an individual FCI for each of our facilities. This allows us to prioritize maintenance and capital investments and make critical decisions on the future of our schools. We can also look deeper into the data and determine the best use of resources in one or a group of facilities, thereby creating projects or programs across a number of schools and increasing the individual and overall FCI values. It is also important to note that by making a decision to close, demolish and/or replace a facility, the overall FCI would improve across the entire portfolio by removing a school that is beyond its useful life.

Another very useful tool we can utilize from the asset database is the deferred maintenance (DM) of our facilities. With this information, we can look forward into each year and plan ahead for the alternations or upgrades necessary to maintain an acceptable level of FCI. The current cumulative deferred maintenance at Niagara Catholic is in excess of \$200 million which is why we have our FCI sitting at 30%. DM is estimated each year and the yearly investment into facilities maintenance has a direct relationship with it as well as the overall FCI. Basically, the more we invest in our facilities, the lower our deferred maintenance and the better our overall FCI. Conversely, as we divest older facilities and build new, our FCI also improves.

The yearly government funding currently available to Niagara Catholic is as follows:

School Renewal Allocation (SRA) - \$3.9 million/year  
School Condition Improvement (SCI) - \$12.9 million/year

We also have periodic funding opportunities including the COVID-19 Resilience Infrastructure Stream (\$7.089 million), Optimizing Air Quality and Ventilation (\$1,104,600) and Climate Action Incentive Funding (\$463,649) that we have taken advantage of over the past few years to invest in our facilities.

There are currently two large capital projects underway. Our joint school in Wainfleet is well into construction and scheduled for completion in September 2024. This a joint school with our coterminous Board, DSBN. We also have a new elementary school located on Greenlane Rd. in Beamsville which is currently in its design phase with completion scheduled for September 2025.

Last year, we reviewed the cost/benefit analysis of a few scenarios utilizing the funding over a 5 year period to show how it affects our portfolio of assets over time. We also set a goal to improve our FCI to 0.25 by 2024, and 0.20 by 2030.

Our presentation tonight will continue to discuss the progress made over the previous year including major projects and investments completed, and how this has affected our average FCI.

The Facilities Services: State of Infrastructure 2023-2024 report  
is presented for information.

Prepared by: Clark Euale, Controller of Facilities Services

Presented by: Clark Euale, Controller of Facilities Services

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

Date: November 14, 2023



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
NOVEMBER 14, 2023**

***PUBLIC SESSION***

**TITLE: K-12 EXPERIENTIAL LEARNING AND TECHNOLOGY,  
SPECIALIST HIGH SKILLS MAJOR (SHSM),  
COOPERATIVE EDUCATION AND ONTARIO YOUTH  
APPRENTICESHIP PROGRAM (OYAP)**

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The Report on K-12 Experiential Learning and Technology, Specialist High Skills Major (SHSM), Cooperative Education and Ontario Youth Apprenticeship Program (OYAP) is presented for information.

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Prepared by: Joseph Zaroda, Superintendent of Education  
Erin Farkas, Coordinator-Experiential Learning (K-12)- Technology, Specialist High Skills Major, Co-op and Ontario Youth Apprenticeship Program  
Pat Mete, Coordinator of Student Success  
Tino Nuccitelli, Consultant- Specialist High Skills Major Certifications, Dual Credits and Experiential Learning

Presented by: Joseph Zaroda, Superintendent of Education  
Erin Farkas, Coordinator-Experiential Learning (K-12 )- Technology, Specialist High Skills Major, Co-op and Ontario Youth Apprenticeship Program  
Pat Mete, Coordinator of Student Success  
Tino Nuccitelli- Consultant- Specialist High Skills Major Certifications, Dual Credits and Experiential Learning

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

Date: November 14, 2023



## REPORT TO THE COMMITTEE OF THE WHOLE NOVEMBER 14, 2023

### K-12 EXPERIENTIAL LEARNING AND TECHNOLOGY, SPECIALIST HIGH SKILLS MAJOR (SHSM), COOPERATIVE EDUCATION AND ONTARIO YOUTH APPRENTICESHIP PROGRAM (OYAP)

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#### BACKGROUND INFORMATION

In 2003, the Ministry of Education implemented the Ontario's Student Success Strategy to focus on closing the achievement gap through increased student engagement, credit accumulation and graduation rates all while successfully transitioning students to their post-secondary pathway. The strategy helps students tailor their education to their individual strengths, goals, and interests, while earning an Ontario Secondary School Diploma.

Over the years the Ministry of Education has launched job skills programs including:

**Cooperative (co-op) Education**-Combine classroom and workplace learning to earn credits for compulsory Ontario Secondary School Diploma requirements.

**Dual Credit Programs**-Secondary students can take college courses or apprenticeship training that counts towards their Ontario Secondary School Diploma, and a college certificate, diploma, degree, or Certificate of Apprenticeship.

**Ontario Youth Apprenticeship Program**-Students earn co-op credits through work placements in a skilled trade.

**Specialist High Skills Major**-Grade 11 and 12 students can enroll in courses that complement their skills, interests and talents while getting their Ontario Secondary School Diploma. These courses focus learning on a specific economic sector.

In alignment with the Niagara Catholic Strategic Plan 2021-2026 System Priority:

#### ADVANCE STUDENT ACHIEVEMENT FOR ALL STUDENTS

- Focus on student success promoting and supporting all pathways for student achievement
- Support students' mental health & wellness
- Prepare students in global competencies

The Niagara Catholic District School Board is pleased to offer these programs in our Catholic secondary schools to support student achievement and well-being, as they explore a wide range of career options and work towards receiving an Ontario Secondary School Diploma. Niagara Catholic offers 15 Specialist High Skills Major sectors, Technology and Skilled Trades programming, Dual Credit courses in partnership with Niagara College as well as the Ontario Youth Apprenticeship Program (OYAP), Cooperative Education

and Experiential Learning. All of these programs offer students hands-on, real-world learning, and experiential learning beyond the classroom, while building on their global competencies.

Niagara Catholic continues to promote and bring increased awareness of these learning opportunities with students and parents/guardians to meet the needs, interest and strengths of all students, to engage them in learning and better prepare them for graduation and beyond.

Niagara Catholic would also like to acknowledge and thank our local Niagara community partners, for their ongoing support and commitment to students learning. Without these partnerships many of these unique learning opportunities would not be possible.

The Report on K-12 Experiential Learning and Technology, Specialist High Skills Major (SHSM), Cooperative Education and Ontario Youth Apprenticeship Program (OYAP) in the Niagara Catholic District School Board is presented for information.

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Prepared by: Joseph Zaroda, Superintendent of Education  
Erin Farkas, Coordinator-Experiential Learning (K-12)- Technology, Specialist High Skills Major, Co-op and Ontario Youth Apprenticeship Program  
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Tino Nuccitelli, Consultant- Specialist High Skills Major Certifications, Dual Credits and Experiential Learning

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

Date: November 14, 2023

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
NOVEMBER 14, 2023**

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
2024 OCSTA TRUSTEE AWARD OF MERIT**

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Ontario Catholic School  
Trustees' Association

Box 2064, Suite 1804  
20 Eglinton Avenue West  
Toronto, Ontario M4R 1K8  
T. 416.932.9460 F. 416.932.9459  
[ocsta@ocsta.on.ca](mailto:ocsta@ocsta.on.ca) [www.ocsta.on.ca](http://www.ocsta.on.ca)

Patrick J. Daly, *President*  
Michael Bellmore, *Vice President*  
Nick Milanetti, *Executive Director*

November 1, 2023

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

**CC:** Board Secretaries and Administrative Assistants

**FROM:** Margaret Binns, Director of Administrative Services

**RE:** **2024 OCSTA Trustee Award of Merit**

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Boards or individual trustee members are encouraged to submit nominations for the 2024 OCSTA Trustee Award of Merit. This award recognizes current and former Catholic trustees who have rendered exceptional service to Catholic education over the years.

The recipient(s) of the Trustee Award of Merit will be honoured during the Annual Dinner on Friday, May 3, as part of the 2024 Annual General Meeting & Conference.

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

**The deadline for receipt  
of nominations in the OCSTA office is  
12:00 p.m. EST, Friday, January 12, 2024.**

# OCSTA Trustee Award of Merit: Guidelines

## NOMINATION ELIGIBILITY

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

## EVALUATION CRITERIA

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

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

## PROCESS

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

## NOMINATION FORMAT

- Nominations must be submitted using the forms below and preceded by the Nomination Cover Sheet.
- The response in support of the nominee for each of the three criteria must **not** exceed 400 words. Only information within the prescribed length will be considered.
- Within the prescribed length, please provide sufficient information about the nominee to permit the Board of Directors to make an informed choice.
- Submissions must be clearly legible.

## SUBMISSION METHOD AND DEADLINE

- Nominations may be submitted by email to Marie Palombi at [mpalombi@ocsta.on.ca](mailto:mpalombi@ocsta.on.ca).
- The deadline for the receipt of nominations in the provincial office is **12:00 p.m. EST, Friday, January 12, 2024**. The deadline is firm and will not be extended.

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

*BECOMING A CATHOLIC SCHOOL TRUSTEE (OCSTA PUBLICATION)*

# Nomination Cover Sheet

## OCSTA Trustee Award of Merit

Name of Nominee: \_\_\_\_\_

Nominated by: \_\_\_\_\_

Board: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email: \_\_\_\_\_



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

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

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

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
NOVEMBER 14, 2023**

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
2024 OCSTA STUDENT TRUSTEE ALUMNI AWARD**

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Ontario Catholic School  
Trustees' Association

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Patrick J. Daly, *President*  
Michael Bellmore, *Vice President*  
Nick Milanetti, *Executive Director*

November 1, 2023

## MEMORANDUM

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

**CC:** Student Trustees  
Board Secretaries & Administrative Assistants

**FROM:** Margaret Binns, Director of Administrative Services

**RE:** **2024 OCSTA Student Trustee Alumni Award**

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

Boards or individual trustee members are encouraged to submit nominations for the 2024 OCSTA Student Trustee Alumni Award.

The recipient of the Award will be honoured during the Annual Dinner on Friday, May 3, as part of the 2024 Annual General Meeting & Conference.

Please see the attached guidelines and nomination form.

**The deadline for receipt  
of nominations in the OCSTA office is  
12:00 p.m. EST, Friday, January 12, 2024.**

# OCSTA Student Trustee Alumni Award: Guidelines

## NOMINATION ELIGIBILITY

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

## EVALUATION CRITERIA

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

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

## PROCESS

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

## NOMINATION FORMAT

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

## SUBMISSION METHOD AND DEADLINE

- Nominations may be submitted by email to Marie Palombi at [mpalombi@ocsta.on.ca](mailto:mpalombi@ocsta.on.ca).
- The deadline for receipt of nominations in the provincial office is **12:00 p.m. EST, Friday, January 12, 2024**. The deadline is firm and will not be extended.

# OCSTA Student Trustee Alumni Award Nomination Form

Trustee or Board Submitting Nomination: \_\_\_\_\_

Name of Nominee: \_\_\_\_\_

Current address: \_\_\_\_\_

City: \_\_\_\_\_ Province/State: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Catholic School(s) Attended: \_\_\_\_\_

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

Year of Graduation: \_\_\_\_\_ Current Vocation: \_\_\_\_\_

Board Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Please explain why the individual is deserving of this award. The submission must **not** exceed 400 words. Only information within the prescribed length will be considered.

Nominations may be submitted by email to Marie Palombi at [mpalombi@ocsta.on.ca](mailto:mpalombi@ocsta.on.ca).

Nomination must be received by **12:00 p.m. EST, Friday, January 12, 2024**.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
NOVEMBER 14, 2023**

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
2024 OCSTA MEMORANDUM - CONSULTATION ON  
ACCELERATED APPRENTICESHIP PATHWAY**

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## Ontario Catholic School Trustees' Association

November 1, 2023

### MEMORANDUM

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

**CC:** OCSTA Directors and Staff  
Board Secretaries and Administrative Assistants

**FROM:** Patrick J. Daly, President

**SUBJECT: Consultation on Accelerated Apprenticeship Pathways**

As you know, amendments to the *Education Act* made by the *Better Schools and Student Outcomes Act, 2023* (Bill 98) received Royal Assent on June 8, 2023. Part of the changes direct school boards to focus on delivering on the government's priority of addressing labour market needs for the skilled trades. Specifically, the amendments are intended to assist students to enter the skilled trades faster by enabling them to pursue an accelerated apprenticeship pathway starting in Grade 11. The Ministry of Education is proposing two models for consultation to implement the accelerated apprenticeship pathway.

The two models being proposed for consideration are:

**\*Equivalent Apprenticeship Learning** whereby the student remains a student of their school board while pursuing apprenticeship learning full time;

**\*Employer Supervised Apprenticeship** whereby the apprentice would no longer be a student of the school board and would be excused from attendance at school while pursuing apprenticeship learning full time.

For more information on both models, please refer to the attached Accelerated Apprenticeship Pathway Consultation Paper attached.

### Next Steps

OCSTA will be drafting a submission on this accelerated apprenticeship consultation. In an effort to assist us in drafting our submission, we would appreciate any feedback you can provide. The consultation closes on November 24, 2023. Please provide any feedback to Steve Andrews at [sandrews@ocsta.on.ca](mailto:sandrews@ocsta.on.ca) by **November 17<sup>th</sup> 2023**.

# **CONSULTATION PAPER:**

## Accelerated Apprenticeship Pathway

Ministry of Education

Fall 2023

## TABLE OF CONTENTS

PURPOSE.....	3
CONTEXT .....	4
OBJECTIVES.....	4
MODELS FOR FEEDBACK .....	5
GUIDING QUESTIONS.....	7
PRIVACY NOTICE TO CONSULTATION PARTICIPANTS .....	8
CONTACT INFORMATION.....	9
APPENDIX A: SECONDARY SCHOOL PROGRAM INFORMATION.....	10

## PURPOSE

On March 8, 2023, the Premier of Ontario announced the government's intention to consult with various stakeholders about ways to make it even easier for young people to enter a career in the skilled trades.

As the government continues to build Ontario by investing in highways and key infrastructure, and developing 1.5 million homes by 2030, the demand for skilled trades workers will only continue to rise. Businesses across the province are already recognizing the important role a robust workforce will play in ensuring the province's economic success. To support more people to access careers in the skilled trades, the government is exploring approaches to implement an accelerated apprenticeship pathway.

The Ministry of Education is launching consultations to receive feedback on possible models for an accelerated apprenticeship pathway, starting in Grade 11. This consultation is connected to, but separate from the Ministry of Labour, Immigration, Training and Skills Development's consultation on exploring the potential of lowering Academic Entry Requirements (AERs) for apprenticeship registration for trades set at a Grade 12 level.

The Ministry of Education is seeking feedback from the following stakeholder groups through this Consultation Paper (feedback may also be sought from these and/or other stakeholder groups through different means):

- A. School Boards and Education Federations/Unions/Associations
- B. Employers/Training Delivery Agents/Trade Unions
- C. Parents/Parent and Community Groups and Students/Student Groups/Associations
- D. Postsecondary Education Institutions
- E. Indigenous Partners

To support the consultation, the Ministry of Education is proposing two models for consideration to implement the accelerated apprenticeship pathway. While these models may not be the only approaches to implementing an accelerated apprenticeship pathway, they are being proposed through the consultation for the purposes of supporting stakeholders in providing targeted feedback and input. The two models being proposed for consideration by stakeholders are:

1. **Equivalent Apprenticeship Learning** whereby the student remains a student of their school board while pursuing apprenticeship learning full time.
2. **Employer Supervised Apprenticeship** whereby the apprentice would no longer be a student of the school board and would be excused from attendance at school while pursuing apprenticeship learning full time.

These models will form the basis of feedback from stakeholders for input on implementation. The ministry will then consider stakeholder feedback to develop the approach to implement the accelerated apprenticeship pathway.

The parameters for both models under consideration include the following:

- Students would participate after having completed 16 credits (i.e., after completing Grade 10).

- Students would need to have a Registered Training Agreement in place, which requires an individual to be at least 16 years old, and would be working towards their Certificate of Apprenticeship.
- This consultation paper is focused on a *full-time* apprenticeship pathway outside of opportunities that currently exist, including Specialist High Skills Majors and the Ontario Youth Apprenticeship Program or Dual Credit Level 1 Apprenticeship training, towards the Ontario Secondary School Diploma or Ontario Secondary School Certificate.

This Consultation Paper is focused on the accelerated apprenticeship pathway, starting in Grade 11. It includes information on the proposed models and outlines how individuals and organizations can provide feedback and input.

## CONTEXT

### Ontario’s Skilled Trades and Apprenticeship System

In 2021, the Ontario government introduced the *Building Opportunities in the Skilled Trades Act, 2021* (BOSTA), legislation designed to make the province’s skilled trades and apprenticeship system more efficient, accessible and easier to navigate. BOSTA came into force on January 1, 2022. Skilled Trades Ontario (STO), an agency of the Ministry of Labour, Immigration, Training and Skills Development, was continued under BOSTA and is responsible for establishing apprenticeship programs, including developing curriculum and training standards.

Apprenticeship programs may include on-the-job and in-class training for individuals seeking certification in Ontario in the skilled trades. Apprentices work with, and learn from, experienced individuals and earn wages during their apprenticeship (subject to any exceptions in the *Employment Standards Act, 2000*). Apprentices also learn in classroom settings (in-class training) from skilled instructors. It can take between two to five years to complete an apprenticeship.

Currently, secondary school students can begin working towards an apprenticeship during Grades 11 and 12 through the following options:

- [Ontario Youth Apprenticeship Program \(OYAP\)](#)
- [Specialist High Skills Major \(SHSM\)](#) program
- [Dual Credit](#) program
- Courses in [technological education](#) and/or [cooperative education](#) offered in their secondary school.

## OBJECTIVES

The objective of the proposed models is to help more students enter the skilled trades faster and address Ontario’s labour shortages through a full-time apprenticeship program.

The proposed changes are designed to:

- **Improve access into the skilled trades:** Create more opportunities for students to pursue a career in the skilled trades.

- **Address labour market supply challenges:** Enable more students to enter the skilled trades faster and bolster Ontario’s skilled trades workforce.

## MODELS FOR FEEDBACK

### Model 1: Equivalent Apprenticeship Learning

In this model, students would remain a pupil of their school board and be partially funded on the secondary school register. These students would be excused from attending school on a daily basis, while they continue to participate in equivalent apprenticeship learning under the supervision of the board while in a registered training agreement with an apprenticeship sponsor (e.g., an employer). Check-ins with a school or board staff (e.g., teacher, Student Success Teacher, Student Success Lead, OYAP Recruiter, provincial attendance counsellor or other primary contact) would take place on a regular basis, and students would earn secondary school credits while also working toward their apprenticeship.

Students would work towards earning their Ontario Secondary School Diploma (OSSD) in addition to their Certificate of Apprenticeship. The credits would be earned through their hands-on apprenticeship experience and could be a combination of the following:

- Cooperative Education focused on skilled trades and apprenticeship.
- Additional secondary school credits to recognize apprenticeship experience deemed to be equivalent learning to courses offered in existing Ontario curriculum (the Ministry of Education would conduct a review to identify course bundles that would be matched with groups of trades that could include for example math, science, and technological education courses).
- New courses/specific assignments could be developed over time to provide apprenticeship-specific learning and/or possibly as an alternative to some mandatory courses which could be earned through flexible models, such as hands-on experience during their apprenticeship time, or through participation in some traditional classroom learning either remotely, in night school or summer school.

Students would have continued access to school board services and supports (e.g., guidance services, Student Success teacher/team). Students could also participate in school-based activities and groups (e.g., school sports, student council, student-led groups) so long as these activities were not in conflict with the student’s apprenticeship schedule. There would be no expectation for students to be in school during instructional days.

Students who choose to be on apprenticeship sites after school instructional hours, on Professional Activity Days, school holidays, weekends, during the summer, or any other time during which students are not in school, may not have access to their school and school board services during those times.

A Supervised Equivalent Apprenticeship Learning Committee could be created at the school board level. Each student could be assigned a contact from the student’s board with whom they could connect regularly and an annual (over the course of two years) Supervised Equivalent Apprenticeship Learning (SEAL) Plan to be designed and implemented for them. The SEAL Plan could include:

- Learning goals, outcomes, checkpoints, certification and training provided through their apprenticeship.

- A transition plan in the event that the intended pathway is no longer viable or in the student's best interests.
- A site visit to ensure appropriateness (health, safety, accessibility, etc.) of the equivalent apprenticeship learning before the student begins and at the start of each year.

Exemptions under the *Building Opportunities in the Skilled Trades Act, 2021* (BOSTA) may be needed and may be similar to those that are currently in place for students who participate in the Ontario Youth Apprenticeship Program (OYAP).

### **Model 2: Employer Supervised Apprenticeship**

In this model, students would not be considered pupils of a school board. No secondary school credits would be earned by the student for their apprenticeship experience while they work towards their Certificate of Apprenticeship. Students participating in OYAP are exempt from the requirement to register a Training Agreement (RTA) or hold a Provisional Certificate of Qualification or Certificate of Qualification to engage in a compulsory trade and to be subject to Apprentice to Journeyman ratios, where the trade is subject to ratios. These types of exemptions are not anticipated to be provided to students under this model, since they would no longer be considered as a student participating in cooperative education. Additionally, these students would not have access to school board services and supports.

The Ministry of Labour, Immigration, Training and Skills Development (MLITSD) provides information and services that will help students determine if they qualify for an apprenticeship and, if a student's application is approved, will contact the student's employer to sign the RTA. Students would receive assistance from their local apprenticeship office for any questions about RTAs, on-the-job hours, training and sponsorship.

Upon completion of a Certificate of Apprenticeship, the individual, when eligible, could choose to go through a Prior Learning Assessment and Recognition (PLAR) for Mature Students process at a school board to earn/receive their OSSD. The Ministry of Education will work with MLITSD and Skilled Trades Ontario to develop a mechanism to share information on the process to access PLAR for individuals that have completed their apprenticeship.

## GUIDING QUESTIONS

The Ministry of Education is seeking stakeholder feedback to help guide the development of policy and programs related to the accelerated apprenticeship pathway.

- 1) What are the strengths and weaknesses of model 1? Which of these strengths should be included in the final model implemented?
- 2) What are the strengths and weaknesses of model 2? Which of these strengths should be included in the final model implemented?
- 3) For both models:
  - a. What supports would need to be in place to ensure that students' needs related to mentoring and mental health are addressed?
  - b. What would need to be in place to meet the needs of any students with special education needs and/or disabilities who may require accommodations?
  - c. What academic/on-the-job supports would students need?
- 4) How do students need to be supported in Grades 9 and 10 in order to:
  - a. Make an informed decision regarding whether they wish to enrol in the accelerated apprenticeship pathway starting in Grade 11?
  - b. Be effectively prepared to begin an apprenticeship in Grade 11, if they choose this program?
- 5) For model 1:
  - a. What supports would be required from the school board to ensure that students successfully acquire credits during the apprenticeship?
  - b. What supports from the school board would be most effective in ensuring that students continue to engage with their learning?
  - c. Do you have any other considerations or concerns about model 1? Are there specific additions or changes required?
- 6) For model 2:
  - a. What supports would be required to ensure student success in this program? Where would you seek these supports?
  - b. Do you have any other considerations or concerns for model 2? Are there specific additions or changes required?
- 7) What should be included in equivalent apprenticeship learning for apprentices to be prepared for postsecondary education programs?
- 8) Are there any additional issues or considerations for either model that are specific to the needs and outcomes of specific groups of students that need to be addressed?
- 9) Would model 1 or 2 be your preferred model for implementation of the accelerated apprenticeship pathway? Why?



## PRIVACY NOTICE TO CONSULTATION PARTICIPANTS

Submissions and comments provided to the Ministry of Education are part of a public consultation process. This process may involve the Ministry publishing or posting your submissions, comments or summaries of them to the internet. In addition, the Ministry may also disclose your submissions, comments or summaries of them, to other parties during and after the consultation period.

Therefore, you should not include the names of other parties (such as the names of employers, employees, sponsors, apprentices, trainers, etc.) or any other information by which other parties could be identified in your submission.

Further, if you, as an individual, do not want your identity to be made public, you should not include your name or any other information by which you could be identified in the main body of the submission.

If you do provide any information which could disclose your identity in the body of the submission, this information may be released with published material or made available to the public. However, your name and contact information provided outside of the body of the submission (such as that which may be found in a cover letter, on the outside of an envelope, or in the header or signature of an email) will not be disclosed by the Ministry unless required by law.

If you provide a submission or comments on behalf of an organization you will be considered a representative of that organization and your identity in your professional capacity as the organization's representative may be disclosed.

The Ministry of Education is authorized to collect and use personal information for the purpose of this public consultation in compliance with subsection 8.1(1) of the *Education Act* and subsection 38(2) and clause 41(1)(b) of the ***Freedom of Information and Protection of Privacy Act*** (FIPPA). The Ministry is authorized to disclose personal information in compliance with clause 42(1)(c) of the FIPPA.

If you have any questions regarding the collection or use of personal information as a result of this consultation, you may contact the Skills Development and Apprenticeship Branch, 315 Front Street West, 13th Floor, Toronto, Ontario, M7A 0B8, or by emailing [skillsdevelopmentandapprenticeshipbranch@ontario.ca](mailto:skillsdevelopmentandapprenticeshipbranch@ontario.ca).

## CONTACT INFORMATION

All interested parties are encouraged to provide feedback by e-mail to: [skillsdevelopmentandapprenticeshipbranch@ontario.ca](mailto:skillsdevelopmentandapprenticeshipbranch@ontario.ca). Please provide your comments no later than 5:00pm on November 24, 2023.

Please note that you will not receive a direct reply to your comments. Your comments will be considered as the Ministry moves forward in assessing and/or developing a proposed approach for implementing an accelerated apprenticeship pathway, starting in Grade 11.

## APPENDIX A: SECONDARY SCHOOL PROGRAM INFORMATION

**Cooperative Education:** Cooperative education consists of a learning experience connected to a community and a cooperative education curriculum focused on developing skills, knowledge and habits of mind that will support students in their learning, including their education and career/life planning, at school and beyond, today and in the future.

**Ontario Youth Apprenticeship Program (OYAP):** OYAP provides students with a cooperative education placement in a skilled trade that allows them to participate in training towards an apprenticeship.

**Specialist High Skills Major (SHSM):** SHSM is a specialized program that allows students to gain credits toward their Ontario Secondary School Diploma and focus their learning on a specific economic sector at the same time, including sectors connected to the skilled trades.

**Dual Credits:** Dual Credit programs allow eligible students in high school to take college or apprenticeship courses that count towards both their Ontario Secondary School Diploma and a postsecondary certificate, diploma, degree or a Certificate of Apprenticeship.

**Supervised Alternative Learning (SAL):** SAL enables the Supervised Alternative Learning Committee of a board to excuse students from 14 to 17 years of age from attending school while they continue to participate in learning under the supervision of the board or a school of the board. The goal is to maintain a connection to learning for these students and to support their continued progress towards graduation or achievement of other educational and personal goals.

**Prior Learning Assessment and Recognition (PLAR):** PLAR for mature students is the formal evaluation and credit-granting process whereby mature students may obtain credits for prior learning. Prior learning includes the knowledge and skills that students have acquired, in both formal and informal ways, outside secondary school.

**Ontario's Curriculum and Resources Site:** <https://www.dcp.edu.gov.on.ca/en/>

**Ontario High School Graduation Requirements:** <https://www.ontario.ca/page/high-school-graduation-requirements>