



*The Niagara Catholic District School Board through  
the charisms of faith, social justice, support and leadership,  
nurtures an enriching Catholic learning community for all  
to reach their full potential and become living witnesses of Christ.*

AGENDA AND MATERIAL

## BOARD MEETING

**TUESDAY, JUNE 18, 2013  
6:00 P.M.**

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



**\* 6:00 P.M. TIMED IN CAMERA SESSION (SECTION B)**

### A. ROUTINE MATTERS

1. Opening Prayers – Trustee Sicoli -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. \* Timed In Camera Session (Section B) -
6. Minutes of the Board Meeting of May 28, 2013 A6

### B. DELEGATIONS/PRESENTATIONS

1. Kids Helping Kids 2012-2013 B1
2. OFSAA Medalists B2

### C. COMMITTEE AND STAFF REPORTS

1. School Excellence Program C1  
Michael J. Brennan Catholic Elementary School
2. Unapproved Minutes of the Committee of the Whole Meeting of June 11, 2013 C2  
and Consideration of Recommendations
  - 2.1 Approval of Policies
    - 2.1.1 Community Use of Facilities Policy (#800.2) C2.1.1
    - 2.1.2 Catholic School Councils Policy (#800.1) and By-Laws C2.1.2
    - 2.1.3 Niagara Catholic Parent Involvement Community Policy (#800.7) and By-Laws C2.1.3
    - 2.1.4 Video Security Surveillance Policy (#701.3) C2.1.4
    - 2.1.5 Death Benefit Policy (#201.5) C2.1.5
    - 2.1.6 Deferred Salary Plan (X/Y) Policy (#201.10) C2.1.6
    - 2.1.7 Leadership Pathway Policy (new) C2.1.7
  - 2.2 Larkin Estate Admission Awards 2013-2014 C2.2
  - 2.3 Addition and Alterations to Saint Michael Catholic High School C2.3  
– Award of Construction Contract
  - 2.4 Report on the 2013-2014 Annual Budget C2.4
3. Approved Minutes of the Special Education Advisory Committee (SEAC) C3  
Meeting of May 1, 2013

4.	Annual Budget 2013-2014	C4
5.	Ontario Early Years Centre Audited Financial Statements – March 31, 2012	C5
6.	Executive Council Power	C6
7.	The Provisions of Special Education Programs and Services – Special Education Plan	C7
8.	Financial Reports	
	8.1 Monthly Banking Transactions for the Month of May 2013	C8.1
	8.2 Statement of Revenue and Expenditures as at May 31, 2013	C8.2

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

1.	Correspondence	-
2.	Report on Trustee Conferences Attended	
3.	General Discussion to Plan for Future Action	-
4.	Trustee Information	
	4.1 Spotlight on Niagara Catholic – June 11, 2013	D4.1
	4.2 Calendar of Events – July & August 2013	D4.2
	4.3 Niagara Catholic Retirement Celebration & Recognition Night – June 22, 2013	-
5.	Open Question Period	
	<i>(The purpose of the Open Question Period is to allow members of the Catholic school supporting public to ask about items on that night's public agenda or any previous agendas, and the Board to answer and react.)</i>	

**E. NOTICES OF MOTION**

**F. BUSINESS IN CAMERA**

**G. REPORT ON IN CAMERA SESSION**

**H. FUTURE MEETINGS AND EVENTS**

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

**J. ADJOURNMENT**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2013**

***PUBLIC SESSION***

**TOPIC: MINUTES OF THE BOARD MEETING OF  
MAY 28, 2013**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Minutes of the Board Meeting of May 28, 2013, as presented.



## MINUTES OF THE BOARD MEETING

**TUESDAY, MAY 28, 2013**

Minutes of the Meeting of the Niagara Catholic District School Board, held on Tuesday, May 28, 2013, at 7:00 p.m. in the Father Kenneth Burns csc Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 7:00 p.m. by Chairperson Burtnik.

Trustee Nieuwesteeg sat in as acting Chairperson of the Board in Chairperson Charbonneau's absence.

### A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee Nieuwesteeg.

2. Roll Call

Moved by Trustee Sicoli

Seconded by Trustee O'Leary

THAT the Niagara Catholic District School Board excuse Trustees Charbonneau and Fera from attending the Board Meeting of 28, 2013.

**CARRIED**

Trustee	Present	Present Electronically	Absent	Excused
Rhianon Burkholder	✓			
Kathy Burtnik	✓			
Maurice Charbonneau	✓			✓
Frank Fera				✓
Fr. Paul MacNeil				
Ed Nieuwesteeg	✓			
Ted O'Leary	✓			
Dino Sicoli	✓			
<b>Student Trustees</b>				
Vincent Atallah	✓			
Michael Blair	✓			

The following staff were in attendance:

**John Crocco**, Director of Education; **Yolanda Baldasaro**, **Mario Ciccarelli**, **Lee Ann Forsyth-Sells**, **Frank Iannantuono**, **Mark Lefebvre**, Superintendents of Education; **Scott Whitwell**, Controller of Facilities Services; **Giancarlo Vetrone**, Superintendent of Business & Financial Services; **Sherry Morena**, Recording Secretary/Administrative Assistant, Corporate Services & Communications

3. **Approval of the Agenda**

Moved by Trustee Nieuwesteeg

Seconded by Trustee O'Leary

THAT the Niagara Catholic District School Board approve the Agenda of the Board Meeting of May 28, 2013, as presented.

**CARRIED**

4. **Disclosure of Interest**

A Disclosure of Interest was declared by Trustee Burtnik with Item C9.1 of the Public Agenda. This item may show cheques issued to this trustee's family business. She refrained from voting on this item.

5. **Approval of Minutes of the Board Meetings**

5.1 **April 23, 2013**

Moved by Trustee Burkholder

Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the Minutes of the Board Meeting of April 23, 2013, as presented.

**CARRIED**

5.2 **May 14, 2013**

Moved by Trustee Burkholder

Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the Minutes of the Special Board Meeting of May 14, 2013, as presented.

**CARRIED**

**B. DELEGATIONS/PRESENTATIONS**

1. **Blessed Trinity - Inaugural Spirit of Hope Mental Health Award**

Yolanda Baldasaro, Superintendent of Education, welcome Blessed Trinity Catholic Secondary School Principal Joe Zaroda and John Cino, Student Success Teacher, who presented information on the Inaugural Spirit of Hope Mental Health Award which was awarded to Blessed Trinity Catholic for 2013.

Mr. Cino informed Trustees of the various initiatives taken by Blessed Trinity Catholic to raise awareness and educate their community about mental health, mental illness and reducing the stigma of mental health which meets the Board's System Priorities and Vision 2020 Strategic initiatives.

## C. COMMITTEE AND STAFF REPORTS

### 1. School Excellence Program - St. Patrick Catholic Elementary School, Niagara Falls

Director Crocco provided background information on the monthly School Excellence Program. Mark Lefebvre, Superintendent of Education introduced Amanda Cybula, Principal of St. Patrick Catholic Elementary School, Niagara Falls.

Principal Cybula, with the assistance of students and staff showcased St. Patrick Catholic Elementary School, Niagara Falls as part of the School Excellence Program.

Chairperson Burtnik thanked Principal Cybula, the staff and students for their presentation and performance.

### 2. Unapproved Minutes of the Committee of the Whole Meeting of May 14, 2013 and Consideration of Recommendations

Moved by Trustee Sicoli

Seconded by Trustee MacNeil

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of May 14, 2013, as presented.

**CARRIED**

The following recommendations were presented for the Board's consideration from the Committee of the Whole Meeting of May 14, 2013:

#### 2.1 Approval of Policies

##### 2.1.1 Prior Learning Assessment and Recognition (PLAR) Policy (400.4)

Moved by Trustee Burkholder

Seconded by Trustee Nieuwesteeg

THAT the Niagara Catholic District School Board approve the Prior Learning Assessment and Recognition (PLAR) Policy (400.4), as presented.

**CARRIED**

##### 2.1.2 Assessment, Evaluation, Reporting and Homework Policy (301.1)

Moved by Trustee Burkholder

Seconded by Trustee O'Leary

THAT the Niagara Catholic District School Board approve the Assessment, Evaluation, Reporting and Homework Policy (301.1), as presented.

**CARRIED**

#### 2.2 Niagara Catholic Strategic Directions System Priorities 2013-2014

Director Crocco requested that the Trustees consider an amendment to a specific Niagara Catholic Strategic Directions System Priority for 2013-2014 by eliminating the words "alternative education" from the System Priority to read: "To implement a Niagara Catholic Secondary School to provide alternative Catholic education to students through a variety of individualized programming models to achieve student success."

Moved by Trustee Nieuwesteeg

Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the Niagara Catholic Strategic Directions System Priorities 2013-2014, as amended to delete the words "Alternative Education" in point 5 under Advance Student Achievement for All.

**CARRIED**

**3. Approved Minutes of the Special Education Advisory Committee Meeting of April 3, 2013 and Consideration of Recommendations**

Moved by Trustee Burkholder

Seconded by Trustee MacNeil

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of April 3, 2013, as presented for information.

**CARRIED**

**3.1 Special Education Advisory Committee Tag Line**

Moved by Trustee Burkholder

Seconded by Trustee MacNeil

THAT the Niagara Catholic District School Board approve the Special Education Advisory Committee Tag Line, Supporting an Inclusive Catholic Learning Community.

**CARRIED**

**4. Approved Minutes of Niagara Catholic Parent Involvement Committee (NCPIC) Meeting of March 21, 2013**

Moved by Trustee Nieuwesteeg

Seconded by Trustee O'Leary

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Niagara Catholic Parent Involvement Committee (NCPIC) Meeting of March 21, 2013, as presented for information.

**CARRIED**

**5. Mental Health: Hope, Dignity, and Our Compassionate Care, Grade 9 Religion Education Pilot**

Yolanda Baldasaro, Superintendent of Education, welcomed Terri Pauco, Religion and Family Life Consultant and Gennie Treanor, Literacy Coach and LIP Candidate, who presented the report on the Mental Health: Hope, Dignity, and Our Compassionate Care, Grade 9 Religion Education Pilot.

**6. Connect Technology Conference 2013**

Mario Ciccarelli, Superintendent of Education, welcomed Ken Griepsma, Principal at Saint Francis Catholic Secondary School, who presented the report on the Connect Technology Conference 2013 in which Niagara Catholic was a co-partner along with Brock University, Niagara College, Mindshare Technologies, and the District School Board of Niagara.

Ryan Sauriol, Educational Technology Coach and teacher at St. Christopher Catholic Elementary School and Anna Perrotta, Educational Technology Coach, who presented further information on the various aspects of the Conference.

7. **Annual Niagara Catholic Graduation Celebration and Partners In Catholic Education 2013**

Director Crocco welcomed Jackie Watson, Equity and Student Leadership Consultant, who presented the report on the Annual Niagara Catholic Graduation Celebration and Partners in Catholic Education 2013.

8. **Extended Overnight Field Trip, Excursion and Exchange**

Superintendent Lefebvre presented the Extended Overnight Field Trip/Excursion/Exchange Trip Information.

9. **Financial Reports**

9.1 **Monthly Banking Transactions**

Moved by Trustee Burkholder

Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the Monthly Banking Transactions for the month of April 2013, as presented for information.

**CARRIED**

9.2 **Statement of Revenue & Expenditures**

Moved by Trustee MacNeil

Seconded by Trustee O'Leary

THAT the Niagara Catholic District School Board approve the Statement of Revenue and Expenditures as at April 30, 2013, as presented for information.

**CARRIED**

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

1. **Correspondence**

Director Crocco presented the following correspondence:

1.1 Ministry of Citizenship – Introduction Letter – Michael Coteau

1.2 Rosanne Mastracci – Thank You - Volunteer Appreciation Breakfast

1.3 City of St. Catharines – Creation of Liaison Committee

1.4 3<sup>rd</sup> Annual Celebration of Priesthood and Religious Life Dinner

2. **Report on Trustee Conferences Attended**

- Trustees discussed the recently attended 2013 OCSTA AGM, and the keynote speakers.
- Michael Blair presented information on the 2013 OSTA AGM, and informed Trustees of a few of the initiatives discussed at the conference.
- Director Crocco presented Saint Michael Catholic High School's Winning Video for the OCSTA Faith in our Future Video Contest.

Trustees expressed great delight and pleasure in the content and quality of the video.



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

- Director Crocco notified Trustees that with their approval of the Niagara Catholic Strategic Directions System Priorities 2013-2014, Senior Administrative Council is preparing to present the 2013-2014 Annual Board Budget at the June Committee of the Whole Meeting for their consideration.
- Director Crocco informed the Board that Mario Ciccarelli, Superintendent of Education; Scott Whitwell, Controller of Facilities Services; and the Facilities Services Department are currently working on arrangements for meetings to begin this fall regarding the Accommodation Review of St. Therese and St. Christopher Catholic Elementary Schools.
- The Director informed Trustees of the newly established Director of Education's Inspirational Award which will be presented annually each fall to an employee(s) in recognition of their dedication to Catholic Education.

### **4. Trustee Information**

#### **4.1 Spotlight on Niagara Catholic – May 14, 2013**

Director Crocco highlighted the Spotlight on Niagara Catholic – May 14, 2013 issue for Trustees' information.

#### **4.2 Calendar of Events – June 2013**

Director Crocco presented the Calendar of Events – June 2013 for Trustees' information.

#### **4.3 Niagara Catholic Picnic – June 2, 2013**

Director Crocco presented information on the Niagara Catholic Picnic scheduled for June 2, 2013 at 10:00 a.m. at Queenston Heights.

Trustees were asked to confirm their attendance with Sherry Morena.

#### **4.4 June Committee of the Whole Meeting – June 11, 2013** **June Board Meeting – June 18, 2013**

Director Crocco reminded Trustees that the June Committee of the Whole Meeting is being held on June 11, 2013, and that the June Board Meeting is being held a week later on June 18, 2013.

#### **4.5 Graduation Dates 2013**

Director Crocco presented information on the 2013 Elementary Secondary, and Continuing Education Graduation Dates, times and locations, and informed Trustees that Principals would be in direct contact with them regarding invitations and any request to present any awards.

#### **4.6 CCSTA – National Conversation on Catholic Education – October 3, 4 & 5, 2013**

Director Crocco presented information on the CCSTA National Conversation on Catholic Education being held October 3, 4 & 5, 2013 in Ottawa.

Trustees were asked to confirm their attendance with Sherry Morena by the June CW Meeting.

**5. Open Question Period**

None Submitted

**E. NOTICES OF MOTION**

**F. BUSINESS IN CAMERA**

Moved by Trustee O'Leary  
Seconded by Trustee Sicoli

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

**CARRIED**

The Niagara Catholic District School Board moved into the In Camera Session of the Board Meeting at 9:50 p.m. and reconvened at 10:55 p.m.

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

Moved by Trustee Nieuwesteeg  
Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board report the motions from the In Camera Session of the Board Meeting of May 28, 2013.

**CARRIED**

**SECTION A: STUDENT TRUSTEES PRESENT**

Moved by Trustee Burkholder  
Seconded by Trustee MacNeil

THAT the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION A: Student Trustees Present of April 9, 2013, as presented.

**CARRIED (Item F1)**

Moved by Trustee Burkholder  
Seconded by Trustee MacNeil

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION A: Student Trustees Present of May 14, 2013, as presented.

**CARRIED (Item F2)**

**SECTION B: STUDENT TRUSTEES EXCLUDED**

Moved by Trustee Nieuwesteeg  
Seconded by Trustee O'Leary

THAT the Niagara Catholic District School Board approve the recommendation as outlined in Item F4 of the In Camera Agenda.

**CARRIED (Item F4)**

Moved by Trustee MacNeil  
Seconded by Trustee Burkholder

THAT the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION B: Student Trustees Excluded of April 23, 2013, as presented.

**CARRIED (Item F5.1)**

Moved by Trustee MacNeil  
Seconded by Trustee Burkholder

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Special Board Meeting - Student Trustees Excluded of May 14, 2013, as presented.

**CARRIED (Item F5.2)**

Moved by Trustee MacNeil  
Seconded by Trustee Burkholder

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION B: Student Trustees Excluded of May 14, 2013, as presented.

**CARRIED (Item F6)**

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

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

## **J. ADJOURNMENT**

Moved by Trustee Nieuwesteeg  
Seconded by Trustee Sicoli

THAT the May 28, 2013 meeting of the Niagara Catholic District School Board be adjourned.

**CARRIED**

This meeting was adjourned at 10:57 p.m.

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Minutes of the Meeting of the Niagara Catholic District School Board held on May 28<sup>th</sup>, 2013.

Approved on the 18<sup>th</sup> day of June 2013.

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Kathy Burtnik  
Chairperson of the Board

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John Crocco  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2013**

***PUBLIC SESSION***

**TOPIC: PRESENTATION/DELEGATION  
KIDS HELPING KIDS 2012-2013**

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Prepared by: Yolanda Baldasaro, Superintendent of Education  
Presented by: Yolanda Baldasaro, Superintendent of Education  
Approved by: John Crocco, Director of Education/Secretary-Treasurer  
Date: June 18, 2013



## PRESENTATION BACKGROUND

Board Meeting  
June 18<sup>th</sup>, 2013

### **KIDS HELPING KIDS ... CELEBRATING 15 YEARS OF CONTRIBUTIONS**

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All students of the Niagara Catholic District School Board are to be congratulated for their participation in the “KIDS HELPING KIDS” project in support of the Niagara Children’s Centre. At the Board Meeting on June 18<sup>th</sup>, a cheque for \$44,410.55 will be presented to Jim Marino of the Children’s Centre.

This year marks 15 years of contributions from all our schools in the Niagara Catholic District School Board. Our students in Niagara Catholic gathered together in an outpouring of generosity.

A planning committee of Elementary and Secondary Principals and Vice-Principals created a resource package of materials and poster that was distributed to each elementary and secondary school. The resource package included an awareness and education component, as well as suggestions for fund raising activities. Personnel from the Centre made visits to classrooms and school assemblies throughout the Board, providing opportunities for students and staff to learn more about the facility and its many services. Students made visits to the Centre for job shadowing, video presentations and general awareness.

The Niagara Catholic District School Board’s schools, students, staff and parent community have, once again, demonstrated in a concrete way, commitment to their Faith and a willingness to help with the success of this year’s campaign.

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Prepared by: Yolanda Baldasaro, Superintendent of Education  
Presented by: Yolanda Baldasaro, Superintendent of Education  
Approved by: John Crocco, Director of Education/Secretary-Treasurer  
Date: June 18, 2013

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2013**

***PUBLIC SESSION***

**TOPIC: PRESENTATION/DELEGATION  
OFSAA MEDALISTS**

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Prepared by: Mark Lefebvre, Superintendent of Education  
Presented by: Mark Lefebvre, Superintendent of Education  
Approved by: John Crocco, Director of Education/Secretary-Treasurer  
Date: June 18, 2013



## PRESENTATION BACKGROUND

Board Meeting  
June 18, 2013

### **OFSAA MEDALISTS** *Saint Michael Catholic High School*

Saint Michael Catholic High School had their most successful Track & Field season this year and are extremely proud of all the student/athletes who contributed to a very strong team effort. The season was capped off with several strong performances at OFSAA in Oshawa last weekend, most notably, the following medalists leading charge. Congratulations to the following Mustangs;

Makiah Hunt	Gold Medal - Midget Girls High Jump (set OFSAA Record) Gold Midget Girls Pole Vault
Julianne Misk	Gold Medal-800m Girls Intellectual Ambulatory
Amen Ehi	Silver Medal-800m Girls Intellectual Ambulatory

Coach Ryan Dudley will be present to assist in recognizing these athletes at the June 18<sup>th</sup> Board Meeting.

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Prepared by: Mark Lefebvre, Superintendent of Education  
Presented by: Mark Lefebvre, Superintendent of Education  
Approved by: John Crocco, Director of Education/Secretary-Treasurer  
Date: June 18, 2013

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2013**

***PUBLIC SESSION***

**TOPIC: SCHOOL EXCELLENCE PROGRAM  
MICHAEL J. BRENNAN CATHOLIC ELEMENTARY SCHOOL  
NIAGARA FALLS**

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Prepared by: Yolanda Baldasaro, Superintendent of Education  
Presented by: Yolanda Baldasaro, Superintendent of Education  
Approved by: John Crocco, Director of Education/Secretary-Treasurer  
Date: June 18, 2013





## REPORT TO THE BOARD MEETING JUNE 18, 2013

### SCHOOL EXCELLENCE PROGRAM MICHAEL J. BRENNAN CATHOLIC ELEMENTARY SCHOOL

690 Lake St.  
St. Catharines, ON  
L2N 4J5  
ph: 905.935.0733  
fx: 905.935.4073  
mj.brennan@ncdsb.com

**Grades**  
JK – 6

**Enrolment**  
125 as of  
September 2012

**Principal**  
Carmela D'Andrea

**Superintendent of  
Education – Family of  
Schools**  
Yolanda Baldasaro

**Catholic School  
Council Co-Chairs**  
Sue Abernethy  
Danuela Freel

**Parish**  
St. Denis



Michael J. Brennan Catholic School opened in 1976. Located near the shores of Lake Ontario, this community school serves the needs of students in JK to 6. A unique feature of this school community is that it is a shared facility with our co-terminus District School Board. The school playground, library, gym and stage and parking lot are shared co-operatively between both communities. The joint Catholic School Councils meet throughout the year to discuss and plan shared fund-raising endeavours. Students from both schools participate in shared events, (concerts, trips and special school activities).

*Michael J. Brennan in co-operation with the family, the church and the community strives to create a Catholic atmosphere where each student is encouraged to develop his or her uniqueness and potential.*

- School Mission Statement

*Our kids, Their Future, Christ's Way*

- School Motto

Prepared by: Yolanda Baldasaro, Superintendent of Education  
Presented by: Yolanda Baldasaro, Superintendent of Education  
Approved by: John Crocco, Director of Education/Secretary-Treasurer  
Date: June 18, 2013

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2013**

***PUBLIC SESSION***

**TOPIC: UNAPPROVED MINUTES OF THE COMMITTEE OF THE  
WHOLE MEETING OF JUNE 11 , 2013**

**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Minutes of June 11, 2013, as presented.

The following recommendations are being presented for the Board's consideration from the Committee of the Whole Meeting of June 11, 2013:

**2.1 Policies**

**2.1.1 Community Use of Facilities Policy (#800.2)**

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

**2.1.2 Catholic School Councils Policy (#800.1) and By-Laws**

**THAT** the Niagara Catholic District School Board approve the Catholic School Councils Policy (#800.1) and By-Laws, as presented.

**2.1.3 Niagara Catholic Parent Involvement Community Policy (#800.7) and By-Laws**

**THAT** the Niagara Catholic District School Board approve the Niagara Catholic Parent Involvement Community Policy (#800.7) and By-Laws, as presented.

**2.1.4 Video Security Surveillance Policy (#701.3)**

**THAT** the Niagara Catholic District School Board approve the Video Security Surveillance Policy (#701.3), as presented.

**2.1.5 Death Benefit Policy (#201.5)**

**THAT** the Niagara Catholic District School Board approve the Death Benefit Policy (#201.5), as presented.

**2.1.6 Deferred Salary Plan (X/Y) Policy (#201.10)**

**THAT** the Niagara Catholic District School Board approve the Deferred Salary Plan (X/Y) Policy (#201.10), as presented.

**2.1.7 Leadership Pathway Policy (new)**

**THAT** the Niagara Catholic District School Board approve the Leadership Pathway Policy (new), as presented.

**2.2 Larkin Estate Admission Awards 2013-2014**

**THAT** the Niagara Catholic District School Board approve the payment of \$5,375.00 for the Larkin Estate Admission Awards 2013-2014 per eligible student, as presented.

**2.3 Addition and Alterations to Saint Michael Catholic High School  
– Award of Construction Contract**

**THAT** the Niagara Catholic District School Board approve the award of a construction contract to Brouwer Construction (1981) Ltd. for the addition and alterations to Saint Michael Catholic High School.

**2.4 Report on the 2013-2014 Annual Budget**

**THAT** the Niagara Catholic District School Board approve the Report on the 2013-2014 Annual Budget, as presented.



## MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

### TUESDAY, JUNE 11, 2013

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, June 11, 2013 at 7:00 p.m. in the Father Kenneth Burns csc Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 7:00 p.m. by Vice-Chairperson Charbonneau.

#### A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee O’Leary.

2. Roll Call

Trustee	Present	Present Electronically	Absent	Excused
Rhianon Burkholder	✓			
Kathy Burtnik	✓			
Maurice Charbonneau	✓			
Frank Fera	✓			
Fr. Paul MacNeil	✓			
Ed Nieuwesteeg				✓
Ted O’Leary	✓			
Dino Sicoli	✓			
<b>Student Trustees</b>				
Vincent Atallah	✓			
Michael Blair	✓			

The following staff were in attendance:

**John Crocco**, Director of Education; **Yolanda Baldasaro**, **Mario Ciccarelli**, **Lee Ann Forsyth-Sells**, **Frank Iannantuono**, **Mark Lefebvre**, Superintendents of Education; **Giancarlo Vetrone**, Superintendent of Business & Financial Services; **Scott Whitwell**, Controller of Facilities Services; **Khayyam Syne**, Administrator of Staff Development; Administrator of School Effectiveness; **Jennifer Brailey**, Manager of Corporate Services & Communications; **Sherry Morena**, Recording Secretary/ Administrative Assistant, Corporate Services & Communications

Director Crocco welcomed Dallas McMahon, 2013-2014 Student Trustee, and presented some background information on Dallas' achievements.

Chairperson Burtnik thanked 2012-2013 Student Trustees Vincent Atallah and Michael Blair for being the voice, the reason and the passion of the student body of Niagara Catholic, and expressed pleasure in having Vincent return to serve a second term for the 2013-2014 school year.

The Student Trustees were presented with a Board plaque in recognition of their dedication to Niagara Catholic.

**3. Approval of the Agenda**

Moved by Trustee Burkholder

THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of June 11, 2013, as presented.

**CARRIED**

**4. Disclosure of Interest**

A Disclosure of Interest was declared by Trustee Burkholder with Item C9.1 of the Public Agenda, as she has a family member who is associated with the Quartek Group.

**5. Minutes of the Committee of the Whole Meeting of May 14, 2013**

Moved by Trustee Fera

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of May 14, 2013, as presented.

**CARRIED**

**B. PRESENTATIONS**

**1. Our Lady of Fatima Catholic Elementary School, St. Catharines - Lego/Robotics Team**

Mario Ciccarelli, Superintendent of Education, welcomed Marilyn Buresik, Principal of Our Lady of Fatima Catholic Elementary School. Principal Buresik presented background information on the Fatima Falcons Lego/Robotics Team who participated in the Regional Tournament held in December and qualified for the Provincial East Tournament in January. She indicated that the team placed first in the Provincial East Tournament which qualified them to participate in the FLL North American Open Tournament held at Legoland in California. The team placed 19<sup>th</sup> out of 74 teams in the Robot Games.

The team members were presented with "Excellence in Academics" pins in recognition of their accomplishments during the past school year.

2. **Skills Canada National Competition**

Mark Lefebvre, Superintendent of Education, welcomed Marco Magazzeni, Program/School Effectiveness Consultant, who presented information on the Ontario Technological Skills Competition and the Skills Canada National Competition which was held in Vancouver, British Columbia.

Antonio Soares, Vice-Principal of Saint Michael Catholic High School, introduced Paul Cianflone, Teacher and Skills Coach, who provided information on student Alex Vandenberg's Provincial Gold accomplishment at the Skills Ontario Competition in Web Development.

Ralph DeFazio, Principal of Notre Dame College School, introduced Teacher Kevin Grand, who provided information on student Marc Mailhot who captured Gold at the Skills Ontario Competition in Electronics.

Alex and Marc represented Ontario at the Skills Canada National Competition in Vancouver, British Columbia.

The students were presented with "Excellence in Academics" pins for their achievements.

3. **OFSAA Medalists**

Mike Sheahan, Program/School Effectiveness Consultant, welcomed Joe Zaroda, Principal of Blessed Trinity Catholic Secondary School, who provided information on the OFSAA Medalists at the school.

Principal Zaroda welcomed the coaches to present further information on the OFSAA Para-swimming Silver and Bronze medalists; the OFSAA Swimming Gold and Bronze Medalists; the OFSAA Girls' Soccer Gold Medal winners; and Blessed Trinity's Co-ed Cheerleading who claimed both the Provincial and National Championship at the Cheer Evolution Championships.

The Blessed Trinity award winning athletes were presented with "Excellence in Athletics" pin in recognition of their many successes and achievements.

4. **Notre Dame College School Cheerleaders - 2013 Canadian National Champion Team**

Ralph DeFazio, Principal of Notre Dame College School, introduced the Cheerleading Coaches, who provided information on the 2<sup>nd</sup> Annual World School Cheerleading Championships at the ESPN Wide World of Sports Complex on the Disney World Property in Orlando, Florida, in which they earned a 2<sup>nd</sup> place in the Nations' Cup and a 7<sup>th</sup> place finish in their division overall.

The team also defended their Canadian Students National title at the Hershey Centre for a second year in a row making it a back to back National title for the Irish.

The Cheerleaders were presented with "Excellence in Athletics" pin in recognition of their many successes and triumphs.

5. **European Council for Nuclear Research Award**

Ralph DeFazio, Principal of Notre Dame College School, introduced Jennifer Csele, Grade 11 student, who is the recipient of the CERN Award which is the "Conseil Européen pour la Recherche Nucléaire", or European Council for Nuclear Research Award.

Jennifer will be travelling to Switzerland on June 22, 2013 to visit the CERN Hadron Collider. She is also the recipient of the “Google Think Big Award” and has been awarded a scholarship to the University of Virginia.

Jennifer was congratulated on her achievements and presented with an “Excellence in Academics” pin.

## C. COMMITTEE AND STAFF REPORTS

Moved by Trustee MacNeil

THAT the Niagara Catholic District School Board approve that Item C2 be moved to before Item C1.

**CARRIED**

### 1. Policy Committee

#### 1.1 Unapproved Minutes of the Policy Committee Meeting of May 28, 2013

Moved by Trustee Burkholder

THAT the Committee of the Whole receive the unapproved Minutes of the Policy Committee Meeting of May 28, 2013, as presented.

**CARRIED**

#### 1.2 Approval of Policies

##### 1.2.1 Community Use of Facilities Policy (#800.2)

Moved by Trustee Sicoli

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.

**CARRIED**

##### 1.2.2 Catholic School Councils Policy (#800.1) and By-Laws

Moved by Trustee Sicoli

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Catholic School Councils Policy (#800.1) and By-Laws, as presented.

**CARRIED**

##### 1.2.3 Niagara Catholic Parent Involvement Community Policy (#800.7) and By-Laws

Moved by Trustee Sicoli

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Niagara Catholic Parent Involvement Community Policy (#800.7) and By-Laws, as presented.

**CARRIED**

**1.2.4 Security Surveillance Policy (#701.3)**

Moved by Trustee Sicoli

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Video Security Surveillance Policy (#701.3), as presented.

**CARRIED**

**1.2.5 Death Benefit Policy (#201.5)**

Moved by Trustee Sicoli

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Death Benefit Policy (#201.5), as presented.

**CARRIED**

**1.2.6 Deferred Salary Plan (X/Y) Policy (#201.10)**

Moved by Trustee Sicoli

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Deferred Salary Plan (X/Y) Policy (#201.10), as presented.

**CARRIED**

**1.2.7 Leadership Pathway Policy (new)**

Moved by Trustee Sicoli

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Leadership Pathway Policy, as presented.

**CARRIED**

**1.3 Policy and Guideline Review 2012-2013 Schedule**

Director Crocco presented the Policy and Guideline Review 2012-2013 Schedule for Trustees' Information and provided Trustees with a summary of the policies reviewed and developed since September 2009.

**2. First Annual Youth Leadership Camp – Niagara Regional Police and Niagara Catholic**

Yolanda Baldasaro, Superintendent of Education, welcomed Sergeant Chris Stewart of the Niagara Regional Police Services and Josh Oort, Student Success Teacher from Saint Michael Catholic High School. Sergeant Stewart and Mr. Oort provided information on the very successful first annual Youth Leadership Camp held at Camp Medeba in West Guilford, Ontario, a leadership camp which offers students an opportunity to network with the Niagara Regional Police Officers in a proactive and friendly environment while learning the necessary skills to become a leader within each school community.



3. **Larkin Estate Admission Awards 2013-2014**

Superintendent Lefebvre presented the report on the Larkin Estate Admission Awards 2013-2014.

Moved by Trustee Fera

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the payment of \$5,375.00 for the Larkin Estate Admission Awards 2013-2014 per eligible student, as presented.

**CARRIED**

4. **Addition and Alterations to Saint Michael Catholic High School – Award of Construction Contract**

Scott Whitwell, Controller of Facilities Services, presented the report on the Addition and Alterations to Saint Michael Catholic High School, Award of Construction Contract.

Moved by Trustee Fera

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the award of a construction contract to Brouwer Construction (1981) Ltd. for the addition and alterations to Saint Michael Catholic High School.

**CARRIED**

5. **Report on the 2013-2014 Annual Budget**

On behalf of Senior Administrative Council, Director Crocco and Giancarlo Vetrone, Superintendent of Business & Financial Services, presented the report on the Annual Budget 2013-2014. Director Crocco stated that Senior Administrative Council is submitting a balanced budget without the transfer of funds from the reserves. He noted that the budget allocates the necessary funding to implement and deliver the excellence in distinctive programs and services to our students and staff as approved in the Board approved Vision 2020 Strategic Plan and the System Priorities for 2013-2014.

Director Crocco noted that the 2013-2014 annual Board Budget does not include the associated costs to implement the Supplemental Memorandum of Understanding signed between the Ministry of Education and OECTA.

Senior Staff presented highlights on specific areas of program and responsibilities.

Moved by Trustee O'Leary

THAT the Committee of the Whole recommends that the Niagara Catholic District School Board approve the Report on the 2013-2014 Annual Budget, as presented.

**CARRIED**

6. **Research Projects in the Niagara Catholic District School Board – 2012-2013 School Year**

Superintendent Lee Ann Forsyth-Sells presented the report on the Research Projects in the Niagara Catholic District School Board – 2012-2013 School Year.

7. **Early Learning Kindergarten Extended Day Program – Update**

Scott Whitwell, Controller of Facilities Services, presented the Early Learning Kindergarten Extended Day Program – Update.

**8. Staff Development Department Professional Development Opportunities - 2013**

Khayyam Syne, Administrator of Staff Development, presented information on the Staff Development Department Professional Development Opportunities for information.

Mr. Syne thanked the Board for their support throughout the years, and expressed pleasure in his working relationship with the staff and Trustees of the Niagara Catholic District School Board.

Vice-Chairperson Charbonneau thanked Mr. Syne for his dedication and commitment to Catholic education and wished him well in his retirement.

**9. Monthly Updates**

**9.1 Capital Projects Update**

Scott Whitwell, Controller of Facilities Services, presented the Capital Projects Update.

**9.2 Student Trustees' Update**

Vincent Atallah and Michael Blair, Student Trustees, presented a brief verbal update on the current activities of the Student Senate, and spoke of their many fulfilling experiences they have had over the past year.

Dallas McMahon, Student Trustee 2013-2014, expressed his pleasure and anticipation at serving the students of Niagara Catholic over the next school year.

**9.3 Senior Staff Good News Update**

Senior Staff highlights included:

**Controller of Facilities Whitwell**

- Niagara Catholic schools has received been 100% EcoSchool certified for the 4<sup>th</sup> year in a row. Niagara Catholic received several silver and bronze certification and over 60% of the schools are gold certified.

**Superintendent Forsyth-Sells**

- St. Joseph Catholic Elementary School in Fort Erie has been selected as the winner for the Young People's Award – Elementary Age Category in the 2013 Niagara Region Environmental Awards Program. Lorrie Mackenzie, Principal, the Eco Team of students, and staff will be attending the 24th annual Niagara Region Environmental Awards Ceremony on Thursday, June 13th, at Niagara Region Headquarters to recognize their achievement and receive their award.

**Superintendent Baldasaro**

- 2013 Niagara Anti-Stigma Campaign school initiatives:
  - Mackenzie Williams from Father Hennepin Catholic Elementary School, was the winner of the elementary poster contest in the Grades 1-3 category.
  - A group of students from Saint Michael Catholic High School Grade 12 Literacy Class was the winner of the secondary video contest. This video will be screened live at the Hope Awards on Friday, June 14th, 2013.

**Superintendent Iannantuono**

- Minister Coteau, Ministry of Citizenship and Immigration, visited St. Ann's Learning Centre in Niagara Falls with Director Crocco, Superintendent Iannantuono and staff to discuss programs.

**Superintendent Ciccarelli**

- Denis Morris Catholic High School and Saint Michael Catholic High School were awarded with the Premier's Award for Accepting Schools in recognition of schools who are leaders in promoting and creating a safe and accepting school environment.

**Director Crocco**

- St. Patrick Catholic Elementary School in Niagara Falls received \$60,000 from the Indigo Love of Reading Foundation Literacy Fund.

**D. INFORMATION**

**1. Trustee Information**

**1.1 Spotlight on Niagara Catholic – May 28, 2013**

Director Crocco highlighted the Spotlight on Niagara Catholic – May 28, 2013 issue for Trustees' information.

**1.2 Calendar of Events – June 2013**

Director Crocco presented the June 2013 Calendar of Events for Trustees' information.

**1.3 Niagara Catholic Retirement Celebration and Recognition Night – June 22, 2013**

Director Crocco reminded Trustees that the Niagara Catholic Retirement Celebration and Recognition Night is being held June 22, 2013 at Club Italia.

Trustees were asked to confirm their attendance with Sherry Morena by June 14, 2013.

**1.4 Summer Hours 2013 – Catholic Education Centre**

Director Crocco informed Trustees of the Summer Hours 2013 for the Catholic Education Centre, indicating that staff, including members and Senior Administrative Council have scheduled various vacation dates throughout the summer starting the first week of July.

The summer hours for the CEC are Monday to Thursday – 8:30 - 4:00, closed on Fridays from July 5<sup>th</sup> to August 16<sup>th</sup>. The CEC will be closed from July 26<sup>th</sup> to August 2<sup>nd</sup>.

The Elementary school secretaries last day is June 28<sup>th</sup> and will return to the schools on August 26<sup>th</sup>. The Secondary school secretaries last day is July 5<sup>th</sup> and will return on August 19<sup>th</sup>.

**1.5 Draft Board Calendar 2013-2014**

Director Crocco presented the Draft Board Calendar 2013-2014, and informed Trustees that the Board has received Ministry approval for the calendar.

**E. OTHER BUSINESS**

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

- Director Crocco informed the Board that students are continuing to enrol in Niagara Catholic's French Language Immersion Program. Superintendent Lefebvre will provide an update on enrolment at the September Committee of the Whole Meeting. Further updates regarding the Boards plans for February 2014 registration and locations will be provided in the fall.
- Superintendent Ciccarelli, Controller of Facilities Whitwell, and Manager of Facilities Services Levinski continue to finalize the background information for the St. Catharines Attendance Area Review Committee for the St. James and Michael J. Brennan Catholic Elementary Schools area. The Committee will commence meetings in early September and provide dates for the first meeting to the Committee members.

**F. BUSINESS IN CAMERA**

Moved by Trustee O'Leary

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

**CARRIED**

The Committee of the Whole moved into the In Camera Session of the Committee of the Whole Meeting at 10:50 p.m. and reconvened at 10:55 p.m.

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

Moved by Trustee Fera

THAT the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of June 11, 2013.

**CARRIED**

**SECTION A: STUDENT TRUSTEES INCLUDED**

Moved by Trustee MacNeil

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section A: Student Trustees Included) held on May 14, 2013, as presented.

**CARRIED (Item F1)**

**SECTION B: STUDENT TRUSTEES EXCLUDED**

Moved by Trustee MacNeil

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section B: Student Trustees Excluded) held on May 14, 2013, as presented.

**CARRIED (Item F3)**

H. ADJOURNMENT

Moved by Trustee O'Leary

THAT the June 11, 2013 Committee of the Whole Meeting be adjourned.

**CARRIED**

This meeting was adjourned at 10:55 p.m.

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Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **June 11<sup>th</sup>, 2013.**

Approved on the **10<sup>th</sup>** day of **September 2012.**

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Maurice Charbonneau  
Vice-Chairperson of the Board

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John Crocco  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2013**

***PUBLIC SESSION***

**TOPIC: COMMUNITY USE OF FACILITIES POLICY (#800.2)**

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**RECOMMENDATION**

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

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Prepared by: Scott Whitwell, Controller of Facilities Services  
Presented by: Scott Whitwell, Controller of Facilities Services  
Recommended by: Committee of the Whole  
Date: June 11, 2013

	<b>COMMUNITY USE OF FACILITIES POLICY</b>	Section:	800 - School & Community Relations
	<b>STATEMENT OF POLICY</b>	No:	800.2
		Adopted:	April 28, 1998
		Revised:	October 18, 2011

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 Guidelines for the implementation of this Policy.

*References:*

- *Accessibility Customer Services Policy (701.4)*
- *Access to School Premises (302.6.3)*
- *Accepting Schools Act, 2011*
- *Fire Safety Reference Guide for Schools (November 2008)*
- *Code of Conduct Policy (302.6.2)*
- *Schedule of Fees*

	<b>COMMUNITY USE OF FACILITIES POLICY</b>	Section:	800 - School & Community Relations
	<b>ADMINISTRATIVE GUIDELINES</b>	No:	800.2
		Adopted:	April 28, 1998
		Revised:	October 18, 2011

**GENERAL CONDITIONS**

1. School facilities are primarily for the use of the school and permits shall be granted in compliance with educational programs offered in the Board's schools, custodial and maintenance programs, and the Board's Mission, Vision and Values and the Code of Conduct.
2. Applications for the use of facilities or grounds by community-based groups and organizations will be received by the Controller of Facilities Services or designate through the Niagara Catholic Community Use Online Reservation System. The Controller of Facilities Services or designate will decide on the approval of each application.
3. The general term of indoor permits will be from October 1 to the first Friday in August in the current school year of issue.
4. Use of grounds will be from May 1 to October 1 for elementary schools only.
5. Secondary school playing fields are not available to permit groups without a reciprocal agreement.

**INSIDE FACILITY - Hours available for permit groups**

Weekdays all facilities      6:00 p.m. - 10:00 p.m.  
Weekends all facilities      8:00 a.m. - 10:00 p.m.

**GROUNDNS - During school year - Hours available for permit groups**

Weekdays                      6:00 p.m. to dusk  
Weekends                      9:00 a.m. to dusk

**GROUNDNS - During summer months - Hours available for permit groups**

Weekdays                      9:00 a.m. to dusk  
Weekends                      9:00 a.m. to dusk

6. Unless otherwise approved by the Controller of Facilities Services or designate, schools and other facilities will be closed for permit users on the following dates:

Thanksgiving Weekend	Friday to Monday inclusive
Christmas Holidays	Two week shutdown, including Friday to commencement of school on Monday (except for school use)
Family Day	Monday
Mid-Winter Break	Friday to commencement of school on Monday (except for school use)
Easter Weekend	Holy Thursday to Easter Monday inclusive
Victoria Day Weekend	Saturday to Monday inclusive
PA Days with custodial staff participation	



7. The person who obtains a Community Use of Facilities permit shall be 18 years of age or older, shall accept full and personal responsibility for the conduct and supervision of all persons admitted to Board facilities, and shall be accountable for any and all damages resulting from the use of Board property.
8. The person who obtains a Community Use of Facilities permit must designate and identify a person who will be in attendance at the facility during the times and uses to which the permit applies.
9. A Custodian (subject to the Collective Agreement), security person or responsible person acceptable to the Controller of Facilities Services or designate may be assigned to the permitted facility to protect the interests of the Board by opening the facility, flushing water lines where applicable, providing access to appropriate areas, ensuring the security of the Board's property, responding to emergency situations and shutting down and securing the building at the completion of the program. Costs associated with the additional staff may be charged to the permit holder.
10. The Board will not be responsible for personal injury or for the loss or damage to personal belongings of participants or spectators inside the building or on the property.
11. Smoking is not permitted on Board property. The permit holder shall be responsible for enforcing this regulation.
12. All parties are to follow standards of behaviour that are consistent with the Provincial and local Code of Conduct when using space in our schools.
13. Exits must be kept free from any obstruction. Exterior doors are to be locked at all times and are not to be wedged open. If necessary, a monitor is to be stationed at the door to admit guests and to keep the door secure at all times.
14. Sleepovers are not permitted in Board facilities.
15. Any advertising for the Community Use activities, which identify the school as the location, must have written permission by the Controller of Facilities Services or designate.
16. No parking is permitted on lawns or asphalt play areas.
17. The Controller of Facilities Services / designate will monitor and record group activity complaints received and take appropriate action.
18. No storage space is granted to outside organizations.
19. Professional movers approved by the Board and paid by the permit holder must carry out moving of any school piano from stage to floor or vice-versa. Pianos must be returned to the same location in which they are found. When the permit holder requests tuning of pianos, a charge will be made.
20. Facilities shall not be physically altered in any way.
21. Custodial staff is on duty for the care and protection of school property and not as supervisors of an activity in progress.
22. Appropriate attire for the activity including footwear (e.g. running shoes on gym floors) must be worn by the active participants of the permit group.
23. Decorations must conform to fire safety practices as recommended by the Fire Department. The Board reserves the right to request inspections by Fire Department, Municipal and Provincial officials as deemed necessary. Any violations with respect to the above conditions may result in immediate cancellation of the Community Use Agreement.

## PERMIT APPLICATION AND PROCESS

All individuals or groups (including Board staff) must apply and pay for use of Board facilities through the Niagara Catholic Community Use Online Reservation System at <http://ncdsb.ebasefm.com/communityuse/>

School Administration shall plan their after school hours facility needs in advance. The system will be available up to July 7<sup>th</sup> to school principals to enter their permit requests, prior to public bookings.

Board staff, no user fee and not-for-profit groups will be able to enter their permit requests from July 7<sup>th</sup> to August 31<sup>st</sup> and all other groups after September 7<sup>th</sup> for the coming school year. Upon approval, a permit number will be issued.

1. All after school events using Board facilities must have a Community Use Permit Number.
2. Applicants must be 18 years of age or older to obtain a permit.
3. Permits will be issued for a minimum of 1 hour.
4. Permits are valid for the current school year only. Applications must be made on a yearly basis.
5. Applications for community use must be received at least ten (10) working days prior to the date of use.
6. Depending on the classification of the user group, a non-refundable administration fee for community use of facility is required upon application.
7. Applicants are required to pay the applicable fees for any time or space used that exceeds the information stated on the permit.
8. Applicants are required to provide a valid credit card on their application form and agree to update their credit card information as required.
9. All taxes imposed on the sale of tickets for an event and all arrangements in regard to taxes shall be the responsibility of the organization using the facility.
10. Cost for the improper use of fire and security alarms or equipment will be charged to the permit holder.
11. The permit holder will make restitution for any damages caused.
12. It is the responsibility of the applicant to examine the facility to ensure its acceptability for the event.

## USER GROUP CLASSIFICATIONS

### **Classification A:**

Board or school sponsored activities including: school council events, school dances, school sporting activities and Continuing Education, Catholic Church Services, Masses and Religious Instruction Classes.

### **Classification B:**

Not-for-profit youth related community groups providing services free of charge and no user fee.

### **Classification C:**

Not-for-profit youth related community groups including activities run by local not-for-profit youth groups, groups directly involved with children and youth including scouts/guides, YMCA/YWCA, 4H clubs, Special Olympics and other youth groups where the activities are intended for participants under the age of 18; not-for-profit recognized children's sport and recreation service providers including

members or affiliates of Provincial sports organizations that are recognized by the Ministry of Tourism; not-for-profit childcare operations – before and after school childcare (as the Day Nurseries Act

**Classification D:**

Not-for profit adult related community groups or other charitable groups such as local service clubs, community health associations, senior groups, etc. as determined by Senior Administrative Council, Niagara Catholic staff members booking a personal event.

**Classification E:**

Commercial or profit groups including religious, cultural, service and recognized political organizations (Federal/Provincial/Municipal); individuals or groups providing services and programs for the community and charging participation or user fees (paid instruction/supervision) including music, dancing, arts, drama, gymnastics classes, sports and other groups including driver education programs, partnership in education – colleges and universities, enterprises, general public, Niagara Catholic staff members booking a for profit event.

## INSURANCE

All permit holders shall carry liability insurance of at least \$2 million and name the Niagara Catholic District School Board as an additional insured. An insurance certificate proving compliance with this requirement must be provided before the permit application is approved. Where there is ongoing, continuous use, the insurance will contain a clause that it will not be cancelled or changed without the Board first having received not less than 30 days written notice of such a cancellation or change.

If an applicant for a permit is not able to provide his/her own liability insurance, the applicant can apply for the required insurance through the School Board under the following terms and conditions:

- A. The applicant must agree to pay the premium at the time of the application;
- B. The applicant must satisfy itself as to the limits of coverage and the exclusions from coverage;
- C. The applicant must be truthful in providing full information about the event that may be necessary to assess the risk;
- D. The applicant acknowledges that the Board would prefer the applicant to arrange his/her own insurance coverage. The Board assumes no liability with respect to the administration or placing of the insurance and the applicant releases the Board from such liability.

## CANCELLATION OF PERMITS

- 1. In the event of any cancellation, the permit holder must contact the staff assigned to community use coordination a minimum of seven (7) working days in advance of the booking. The cancellation must be in writing through the Community Use Online Reservation System. Failure to do so may necessitate full charge for the rental facility. A cancellation fee will be applied in all cases.
- 2. Designated Board administrative staff may, at any time, cancel or withdraw the use of any facility, without cause or sufficient notice. In the event of such cancellation staff will endeavour, if requested, to find an acceptable alternate location. There shall be no claim or right to damage or reimbursement on account of any loss, damage or expense incurred by the permit applicant/holder.
- 3. Permits shall be invalid during the days when the schools are closed due to inclement weather. The Inclement Weather Policy will prevail in the event of school closures. Refunds or rescheduling of cancelled events must be applied for within the school year and will be undertaken at no cost to the user group.

## SERVING OF ALCOHOL ON BOARD PREMISES

*(This applies to all permit groups and Board staff)*

When any group (including Board staff) proposes the consumption of alcoholic beverages during the rental period, it must be stated in the Community Use Online Registration Application and the appropriate licensing must be obtained. In addition, the following conditions must be met:

1. One individual is to be designated (name to be provided to the Board in advance) as the person in charge of the bar and must be a licensed bartender and/or have a Smart Serve Certificate. The designate must be given specific instructions and authority by the applicant to refuse alcoholic beverages to any person appearing to be intoxicated.
2. The application, together with all required information (liquor licence, alcohol insurance), is to be submitted one month in advance to the staff assigned to community use coordination.
3. Where alcohol is served, Alcohol Liability Insurance in an amount no less than two million dollars with the Niagara Catholic District School Board named as an additional insured and Liquor Licence obtained from the Liquor Control Board of Ontario must be carried by the user group.
4. Persons under the age of 19 must not handle nor be served alcohol.
5. Food must be served in conjunction with alcoholic beverages.
6. When alcoholic beverages are served, a custodian must be in attendance at the event and be responsible to lock up. In addition to the applicable rate, the organization must pay for this custodial assistance for the duration of the event.

The Board may enter into negotiated agreements for defined space requirements. Such agreements may include before and after school programs, licensed childcare centres, elections and polling stations, and reciprocal agreements.

## EQUIPMENT

Auditorium equipment such as lighting and sound is included in the hourly rates below. Technicians are an extra hourly charge. User groups may be permitted to use some Board/School equipment through the Community Use Online Registration application.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2013**

***PUBLIC SESSION***

**TOPIC: CATHOLIC SCHOOL COUNCILS POLICY (#800.1)  
AND BY-LAWS**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Catholic School Councils Policy (#800.1) and By-Laws, as presented.

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Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education  
Presented by: Lee Ann Forsyth-Sells, Superintendent of Education  
Recommended by: Committee of the Whole  
Date: June 11, 2013

	<b>CATHOLIC SCHOOL COUNCILS POLICY</b>	Section:	800 – School and Community Relations
	STATEMENT OF POLICY	No:	800.1
		Adopted:	February 24, 1998
		Revised:	January 25, 2011

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

Catholic Education, in the Niagara Catholic District School Board, is the shared responsibility of all partners: the Board, the Bishop of St. Catharines, parish priests, staff, students, parents/guardians, and members of the community. The Mission Statement, Vision 2020 Statements, Strategic Directions and Enabling Strategies from the Vision 2020 Strategic Plan support parent/guardian engagement in the Niagara Catholic District School Board.

A Catholic School Council will be established in each elementary and secondary school in the Board to encourage the active participation of parents/guardians in Catholic Education, to improve student achievement of all students, and to enhance the accountability of the education system to all parents/guardians in the Board.

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

*References:*

- [\*Ontario Regulation 330/10 School Councils and Parent Involvement Committees\*](#)
- [\*Ministry of Education: School Councils, A Guide for Members: www.edu.gov.on.ca\*](#)
- [\*Niagara Catholic District School Board Complaint Resolution Policy No. 800.3\*](#)
- [\*Education Act - Section 1\*](#)
- [\*OAPCE By-Law and Constitution\*](#)

	<b>CATHOLIC SCHOOL COUNCILS POLICY</b>	Section:	800 – School and Community Relations
	<b>STATEMENT OF POLICY</b>	No:	800.1
		Adopted:	February 24, 1998
		Revised:	January 25, 2011

## 1. PURPOSE

- 1.1 The purpose of the Catholic School Council, as an advisory body, through the active participation of parents/guardians is:
- to advocate and strengthen Catholic Education
  - to improve student achievement and the well-being of students
  - to enhance the accountability of the education system to parents/guardians
  - to support the Mission Statement, Vision 2020 Statements, Strategic Directions and Enabling Strategies from the Vision 2020 Strategic Plan.
- 1.2 The Catholic School Council may provide recommendations to the Board and/or Principal on any matters that the Catholic School Council identifies as priorities and shall consult with parents/guardians about matters being considered by the Catholic School Council.
- Recommendations provided to the Board and/or Principal will represent the general views of the school community and the best interests of all students in the school.
- The Board and/or Principal shall consider each recommendation and shall advise the Catholic School Council of the action taken in response to the recommendation.
- 1.3 The Catholic School Council shall have an understanding of current Board policies and the By-Laws of the Catholic School Council to allow members to make meaningful contributions.
- 1.4 The Board will retain all the powers and duties as specified in the Education Act and its related Regulations.
- 1.5 Each Catholic School Council will bear the name “(School Name) Catholic School Council”.

## 2. CONSULTATION

- 2.1 Catholic School Councils shall be consulted by the Board and/or Principal for recommendations on new and revised policies and guidelines with respect to:
- the student achievement of all students
  - the accountability of the education system to parents/guardians
  - the code of conduct (provincial and local)
  - the appropriate dress code for students (provincial and local)
  - the allocation of funding to the Catholic School Council
  - the fundraising activities by Catholic School Council members
  - the resolution of internal Catholic School Council disputes
  - the reimbursement of expenses of the Catholic School Council
  - the Board and school’s action plans for improvement based on EQAO results and the communication of the plans to parents/guardians
  - the criteria and process for selection and placement of Principals and Vice-Principals
  - any new educational initiatives at the Board and school levels
  - the development of a plan for providing co-instructional activities

- 2.2 In addition, Catholic School Councils, may provide advice to the Board and/or Principal on any matters that the Catholic School Council identifies as priorities such as:
- the Catholic character of the school and/or the system
  - the preparation of the school year calendar
  - the development, implementation and review of all Board policies at the local level
  - the involvement with the Parish and liturgical celebrations and sacraments
  - Board and/or school policies regarding field trips for students
  - school budget priorities
  - the community use of school facilities
  - fundraising activities
  - participation in the Niagara Catholic Parent Involvement Committee (NCPIC)
  - information and training sessions: curriculum , program goals and priorities
  - the school mission statement, and
  - other issues deemed appropriate by the Board

### 3. COMPOSITION

The composition of the Catholic School Council will reflect the diversity of the school community.

- 3.1 Parents/guardians who support the Mission, Vision and Values of the Niagara Catholic District School Board shall form the majority of the Catholic School Council as specified in the By-Laws of the Catholic School Council. A parent/guardian, in respect of a Catholic School Council is a parent/guardian of a student who is enrolled in the school and includes a parent/guardian as defined in section 1 of the Education Act. In the case of a Catholic School Council in a school that is for adult students, students enrolled in the school may act as “parents” on a Catholic School Council.
- 3.2 A person is not qualified to be a parent/guardian member of the Catholic School Council if,
- i. he/she is employed at the school; or
  - ii. he/she is employed elsewhere by the Board and fails to take reasonable steps to inform persons qualified to vote of that employment
- 3.3 The Catholic School Council may choose to include other members as deemed appropriate to reflect the community of the school.
- 3.4 The Catholic School Council may appoint two (2) or more Community representatives as specified in the By-Laws of the Catholic School Council.
- 3.5 In accordance with the Catholic School Council By-Laws, one (1) parent/guardian who supports the Mission, Vision and Values of the Niagara Catholic District School Board will be elected as required for a term not to exceed two (2) years by the Catholic School Council, as the OAPCE Liaison Representative to the Ontario Association of Parents in Catholic Education (OAPCE) through the Niagara Catholic Regional OAPCE Director.
- 3.6 A parish priest or representative from the local parish or a designate from the community will represent the parish on the Catholic School Council.
- 3.7 One (1) secondary student representative enrolled in a Catholic secondary school, who is appointed by the student council, or in an elementary school one (1) student enrolled in the school, who is appointed by the Principal, after consulting with the Catholic School Council.
- 3.8 The Principal and/or Vice-Principal of the school.
- 3.9 One (1) teacher who is employed at the school elected by teachers.



- 3.10 One (1) non-teaching staff member who is employed at the school elected by non-teaching staff.
- 3.11 Where appropriate, one (1) parent/guardian representative of a special needs child within the school may be appointed as a special needs advocate.

#### **4. ELECTIONS AND TERM OF OFFICE**

- 4.1 Elections shall be held within the first thirty (30) calendar days of the start of the school year, on a date that has been selected by the current Chair and/or Co-Chair(s) of the Catholic School Council in consultation with the Principal of the school.
- 4.2 The Principal shall at least fourteen (14) days before the date of the election give written notice of the date, time, and location and availability of election forms to every parent/guardian who has a student enrolled at the school. This notification may be given by giving the notice to the students for delivery to parents/guardians and by posting the notice in the school that is accessible to parents/guardians.
- 4.3 Self-nominations are acceptable.
- 4.4 The elections must be organized by the school Principal and any retiring Catholic School Council members, if applicable, in a way that will ensure that all parents/guardians and staff have the opportunity to vote for their representatives. The election of parent/guardian members shall be by secret ballot.
- 4.5 Principals, with the assistance of the Catholic School Council election committee, are to review and finalize nominations, confirm names on ballots, run the election, and communicate the results.
- 4.6 The term of office for elected positions will be a one (1) year term, in order to encourage increased parent/guardian involvement and leadership. It is recommended that every Catholic School Council will include a statement in their By-Laws such as “that a term for elected officer positions of the Catholic School Council will not exceed two consecutive years”.
- 4.7 Students, staff and non-teaching staff will usually be appointed for a one (1) year term.
- 4.8 A member of a Catholic School Council may be re-elected or reappointed, unless otherwise provided by the By-Laws of the Catholic School Council.
- 4.9 Names and addresses, and contact information of the Chair and/or Co-Chair(s) of the Catholic School Council shall be forwarded to the Director of Education within thirty (30) days of the election.
- 4.10 Names of Catholic School Council members will be published to the school community by the Principal no later than thirty (30) days following the election.
- 4.11 For election purposes, each Catholic School Council may determine the maximum number of parent/guardian members to be elected as stated in the By-Laws of the Catholic School Council.
- 4.12 Members of the Catholic School Council will not receive an honorarium or payment for general expenses.

## 5. ROLES AND RESPONSIBILITIES OF CATHOLIC SCHOOL COUNCIL MEMBERS

The role of a Catholic School Council member carries with it certain responsibilities. The Catholic School Council may define the roles and responsibilities of its members in its own operating By-Laws in addition to the following responsibilities:

- 5.1 Catholic School Council Chair and/or Co-Chair(s) (voting members) shall:
  - Call Catholic School Council Meetings in consultation with the Principal.
  - Cooperatively plan the agenda with the Principal.
  - Chair the meetings.
  - Ensure the minutes of the meetings are recorded, maintained, and posted on the school website.
  - Participate as ex-officio members of all committees established by the Catholic School Council.
  - Ensure that any views presented in the capacity of Chair and/or Co-Chair(s) represent the position of the Catholic School Council.
  
- 5.2 Parent/Guardian Representatives (voting members) shall:
  - Attend and participate in Catholic School Council meetings.
  - Solicit views of other parents/guardians and members of the community to share with the Catholic School Council.
  - Participate in information and training sessions.
  - Respond to requests from the Board.
  - Observe the Catholic School Council's Code of Ethics and established By-Laws.
  - Maintain a school focus on all issues. Meetings are not a forum for discussion about individual students, staff, Catholic School Council members or Trustees.
  - Promote the best interests of the Catholic school community.
  
- 5.3 Community Representative(s) (voting members) shall:
  - Attend and participate in Catholic School Council meetings.
  - Solicit views of other parents/guardians and members of the community to share with the Catholic School Council.
  - Participate in information and training sessions.
  - Respond to requests from the Board.
  - Observe the Catholic School Council's Code of Ethics and established By-Laws.
  - Maintain a school focus on all issues. Meetings are not a forum for discussion about individual students, staff, Catholic School Council members or Trustees.
  - Promote the best interests of the Catholic school community.
  - Vote on matters of the Catholic School Council only.
  
- 5.4 School Principal (non-voting member) shall:
  - Facilitate the operation of the Catholic School Council.
  - Attend every meeting of the Catholic School Council, or direct a designate.
  - Support and promote the Catholic School Council.
  - Seek input from the Catholic School Council.
  - Act as a resource on laws, regulations, Board policies and collective agreements.
  - Communicate with the Chair and/or Co-Chair(s) of the Catholic School Council as required.
  - Act as the secretary/treasurer of the Catholic School Council.
  - Prepare and present a Principal's Report at each Catholic School Council meeting including a financial statement of the Catholic School Council.
  - Ensure that copies of the minutes of the meetings are kept at the school and posted on the school website.
  - Assist the Catholic School Council in encouraging participation of all groups within the school community.

- Cooperatively plan the agenda with the Catholic School Council Chair and/or Co-Chair(s) and forward to all Catholic School Council members a minimum of three (3) calendar days before the meeting date.
  - Maintain a full and accurate account of the proceedings and transactions of each Catholic School Council meeting.
- 5.5 School Staff, Student, Special Needs, and Parish Priest Representatives (non-voting members) shall:
- Contribute to the discussions of the Catholic School Council.
  - Solicit views and report where applicable at each Catholic School Council meeting.
  - Communicate information back to their representative groups.

## 6. MEETING PROCEDURES

- 6.1 Meetings will open and close with a prayer.
- 6.2 The Catholic School Council shall meet a minimum of four (4) times during the school year.
- 6.3 Meetings will commence on time and not last more than two (2) hours, unless the Catholic School Council agrees to a longer meeting as determined by the By-Laws.
- 6.4 All meetings of the Catholic School Council shall be held at the school and are open to members of the school community.
- 6.5 Catholic School Council meetings shall not proceed unless there is a quorum in attendance. A quorum is fifty percent plus one (50% + 1) of members, but at all times there must be a majority of parents/guardians at the meeting as well as the Principal and/or his or her designate.
- 6.6 Substitutes or proxies are not permitted.
- 6.7 The agenda for Catholic School Council meetings shall be distributed to all members a minimum of three days in advance of the meeting.
- 6.8 The Principal shall give written notice or post on the school website of the dates, times and location of the meetings of the Catholic School Council, to every parent/guardian of a student who, on the date the notice is given is enrolled in the school.
- 6.9 At the first meeting of the new school year, the parent/guardian members of the Catholic School Council shall elect a parent/guardian to serve as Chair and/or Co-Chair(s).
- 6.10 Minutes of the meetings are to be recorded and maintained at the school site, posted on the school website, and made available at the office of the school.
- 6.11 The Catholic School Council may establish committees to carry out specific functions and will seek widespread participation in these activities. Every committee of the Catholic School Council must include at least one (1) parent/guardian member.
- 6.12 The Catholic School Council shall use consensus, where possible as the usual method for developing recommendations and plans. If voting becomes necessary, a simple majority will be sufficient for a vote on any issue.
- 6.13 The Catholic School Council, in consultation with the Principal of the school, shall inform the general school and parent/guardian communities of its activities, through the school website and school newsletters.

## 7. VACANCIES

- 7.1 The By-Laws of the Catholic School Council shall include the expectation that members attend Catholic School Council meetings regularly, and will include provisions for the Chair and/or Co-Chair(s) to determine the intent of members to continue serving on the Catholic School Council if absenteeism occurs on a regular basis.
- 7.2 There will be no discretionary removal of a duly elected or appointed Catholic School Council member before the end of his or her term.
- 7.3 If a vacancy of a parent/guardian member occurs, and only if this vacancy changes the simple majority of parents/guardians, notification will be given to all families and interested parents/guardians will be asked to submit their names to the Principal by a designated date. The Catholic School Council will hold an election in accordance with the By-Laws of the Catholic School Council.
- 7.4 Where a Catholic School Council member submits a letter of resignation or is absent from three (3) consecutive Catholic School Council meetings, the Catholic School Council may appoint a replacement to serve until the next election as per the Catholic School Council By-Laws (Member Absences and Attendance at Meetings).
- 7.5 If a vacancy of a community representative occurs, the Catholic School Council may request that the agency appoint another member, may choose a different organization, or, choose not to fill the position.
- 7.6 If a student, teacher or non-teaching representative vacancy occurs, the Principal shall arrange for a replacement where possible.
- 7.7 Individuals filling a vacated position shall hold the position until the term for that position expires.
- 7.8 A vacancy in the membership of Catholic School Council does not prevent the Catholic School Council from exercising its authority to fill the position.

## 8. CODE OF ETHICS

Catholic School Councils shall establish a code of ethics that outlines expectations of its members and guides their behaviour. The code of ethics shall address such matters as:

- roles and responsibilities of Catholic School Council members,
- conflict of interest and the management of conflict,
- manner in which members are expected to act, and
- the establishment of a process for resolving internal conflict disputes in accordance with Board policy.

## 9. ESTABLISHING BY-LAWS

- 9.1 Catholic School Councils must develop By-Laws within the first sixty (60) days of the school year to address at a minimum the following areas:
  - Election procedures
  - Filling vacancies
  - Conflict of interest
  - Conflict resolution procedures as per Board Policy No. 800.3

- 9.2 By-Laws governing other areas of operation may also be developed but must be in accordance with any applicable Board policies and Ontario Regulation 612/00.
- 9.3 By-Laws are to be reviewed annually by the Catholic School Council.
- 9.4 Catholic School Councils are encouraged to make additions to the Catholic School Council By-Laws Template (Appendix A) to reflect the needs of their individual school.

## 10. DELEGATIONS

- 10.1 Individuals may approach the Chair and/or Co-Chair(s) or the Principal to be placed on the agenda. This request must be in writing and received at least two (2) weeks before the meeting. The Chair and/or Co-Chair(s) in consultation with the Principal may approve or deny such requests.
- 10.2 Delegations will be limited to ten (10) minutes.
- 10.3 Following a presentation, the Catholic School Council will decide, whether to amend the agenda at that point, refer it to a future meeting, or take no action.

## 11. RESOLUTION OF CONFLICTS

If, the Principal, after discussion with the Catholic School Council Chair and/or Co-Chair(s), determines that the Catholic School Council or any of its members have contravened Regulation 612/00 or Board Policy 800.1, the Principal or Chair and/or Co-Chair(s) will discuss the matter with the Family of Schools' Superintendent of Education. Please see the Complaint Resolution Policy No. 800.3.

## 12. FUNDRAISING

- 12.1 Fundraising activities may be conducted as long as they are in accordance with Board policies and guidelines. Funds raised are to be used for a purpose approved by the Board and/or Principal.
- 12.2 Any funds and assets generated through fundraising activities assisted by the Catholic School Council are the property of the Board.
- 12.3 All fundraising activities conducted by the Catholic School Council must be included in the annual report prepared by the Catholic School Council.

## 13. ANNUAL REPORT

- 13.1 The Catholic School Council shall submit an annual written report on its activities to the Principal of the school and to the Board. Please see the [Catholic School Council Annual Report](#)
- 13.2 The Principal shall provide a copy of the report to every parent/guardian of a student enrolled in the school by giving the report to the student for delivery or by posting the report in the school that is accessible to parents/guardians, or on the school website.



*"The Niagara Catholic District School Board, through the charisms of faith, social justice, support and leadership, nurtures an enriching Catholic learning community for all to reach their full potential and become living witnesses of Christ."*

# Niagara Catholic District School Board

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

### **By-Laws**

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

*CATHOLIC SCHOOL COUNCIL BY-LAWS*

Everything that follows in these By-Laws for the (Insert School Name) Catholic School Council must be in keeping with Ontario Regulation 330/10 School Councils and Parent Involvement Committees, Ministry of Education: School Councils, A Guide for Members: [www.edu.gov.on.ca](http://www.edu.gov.on.ca) and the Niagara Catholic District School Board Complaint Resolution Policy No. 800.3.

These Catholic School Council BY-LAWS must be in place within sixty (60) days of the school year and reviewed annually.

## 1. NAME OF CATHOLIC SCHOOL COUNCIL

The name of this advisory body is “*(school name)* Catholic School Council”

## 2. PURPOSE

- The purpose of the Catholic School Council, as an advisory body, through the active participation of parents/guardian is: to advocate and strengthen Catholic Education,
- to provide recommendations to the Board and/or Principal to improve student achievement and the well-being of all students,
- to enhance the accountability of the education system to parents/guardians, and
- to support the Mission Statement, Vision 2020 Statements, Strategic Directions and Enabling Strategies from the Vision 2020 Strategic Plan.

## 3. COMPOSITION (see Board Guideline section 3)

The Parents/Guardians of students who are enrolled at (Insert School Name) shall form the majority of (Insert School Name) Catholic School Council to a maximum of thirty (30) members.

The membership shall be comprised of:

- Parents/Guardians of a student enrolled in the school who supports the Mission, Vision and Values of the Niagara Catholic District School Board.
- A person is not qualified to be a parent/guardian member of the Catholic School Council if,
  - he/she is employed at the school; or
  - he/she is employed elsewhere by the Board and fails to take reasonable steps to inform persons qualified to vote of that employment.
- The Principal and/or Vice-Principal of the school, (non-voting member)
- One (1) teacher who is employed by the school,
- One (1) non-teaching staff member who is employed by the school,
- A parish priest or representative from the local parish,
- One (1) secondary student representative enrolled in the school, (if applicable)
- One (1) elementary student representative enrolled in the school, (if applicable)
- One (1) parent/guardian representative of a special needs child within the school, (if applicable)
- Community representation (as determined by the CSC)
- One(1) parent/guardian who supports the Mission, Vision and Values of the Niagara Catholic District School Board appointed yearly by the Catholic School Council, to act as a OAPCE Liaison Representative to the Ontario Association of Parents in Catholic Education (OAPCE) through the Niagara Catholic Regional OAPCE Director.
- A school that is for adult students, students enrolled in the school may act as “parents” on a Catholic School Council.

## 4. ELECTIONS & TERM OF OFFICE

- Elections shall be held within the first thirty (30) calendar days of the start of the school year.
- The Principal shall at least fourteen (14) calendar days before the date of the election give written notice of the date, time, and location and availability of election forms to every parent who has a student enrolled at the school.
- Self-nominations are acceptable.

- The elections will be organized by the Principal and any outgoing council members to: review and finalize nominations, confirm names on ballots, run the election, and communicate the results.
- The election of parent members shall be by secret ballot.
- In order to encourage increased parent involvement and leadership it is recommended that a term for elected officer positions of the Catholic School Council will not exceed two (2) consecutive years.
- Names and addresses, and contact information of the Chair/Co-Chair(s) of the Catholic School Council shall be forwarded to the Director of Education within thirty (30) calendar days of the election.
- Names of Catholic School Council members will be published to the school community by the Principal no later than thirty (30) calendar days following the election.
- Members of the Catholic School Council will not receive an honorarium or payment for general expenses.

## 5. ROLES & RESPONSIBILITIES OF CATHOLIC SCHOOL COUNCIL MEMBERS

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

Catholic School Council Chair//Co-Chair(s), (**voting members**) shall:

- Call Catholic School Council meetings in consultation with the Principal.
- Plan the agenda with the Principal.
- Chair the meetings.
- Ensure the minutes of the meeting are recorded, maintained, and submitted to the Principal for review.
- Participate as ex-officio members of all committees established by the Catholic School Council.
- Ensure that any views presented by the Chair/Co-Chair(s) represent the position of the Catholic School Council.

Parent Representatives (**voting members**) shall:

- Attend and participate in meetings.
- Solicit views of other parents/guardians and members of the community to share with the members.
- Participate in information and training sessions.
- Respond to requests from the Board.
- Observe the Catholic School Council's Code of Ethics and By-Laws.
- Maintain a school focus on all issues.

School Principal (**non-voting member**) shall:

- Facilitate the operation of the Catholic School Council.
- Attend every meeting or direct a designate.
- Plan the agenda and communicate with the Catholic School Council Chair/Co-Chair(s).
- Support and promote the Catholic School Council.
- Seek input from the Catholic School Council.
- Act as a resource on laws, regulations, Board policies and collective agreements.
- Act as the secretary/treasurer.
- Prepare and present a report at each Catholic School Council meeting including a financial statement of the Catholic School Council.
- Ensure that copies of the approved minutes of the meetings are kept at the school and posted on the school website.

School Staff, Community, Student, Special Needs, and Parish Priest Representatives (**voting members**) shall:

- Contribute to the discussions of the Catholic School Council.
- Solicit views and report where applicable at each Catholic School Council meeting.



## 6. MEETING PROCEDURES

- Meetings will open and close with a prayer.
- The first meeting of the new school year, the Catholic School Council shall elect a parent/guardian to serve as Chair and may choose to elect a Co-Chair(s).
- The Catholic School Council shall meet a minimum of four (4) times during the school year.
- Catholic School Council meetings shall not proceed unless there is a quorum in attendance. A quorum is fifty percent plus one (50% + 1) of members, but at all times there must be a majority of parents/guardians at the meeting as well as the Principal and/or his or her designate.
- The Principal shall give written notice or post on the school website of the dates, times and location of the meetings of the Catholic School Council.
- Meetings will commence on time and not last more than two (2) hours, unless the members agree to a longer meeting.
- All meetings shall be held at the school and are open to ALL members of the school community.
- Substitutes or proxies are not permitted.
- The Principal will make every effort to distribute the agenda to members in advance.
- Minutes of the Catholic School Council meeting are to be recorded and maintained at the school site, posted on the school website, and made available at the office of the school.
- The Catholic School Council may establish committees to carry out specific functions but at least one (1) parent member must be on the committee.
- Consensus shall be the usual method for developing recommendations and plans. If voting becomes necessary, a simple majority will be sufficient for a vote on any issue.

## 7. MEMBER ABSENCES AND ATTENDANCE AT MEETINGS

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

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

## 8. VACANCIES

- The expectation of     (Insert School Name)     Catholic School Council is for members to attend meetings regularly. The Chair/Co-Chair(s) and Principal shall address incidents of member's irregular attendance to determine the member's intent or ability to continue serving on the Catholic School Council.
- There will be no discretionary removal of a duly elected or appointed Catholic School Council member before the end of his or her term.
- If a vacancy of a parent member occurs, and only if this vacancy changes the simple majority of parents/guardians, notification will be given to all families and interested parents/guardians will be asked to submit their names to the Principal.
- Where a Catholic School Council parent member submits a letter of resignation or is absent from three (3) consecutive Catholic School Council meetings, the Catholic School Council may appoint a replacement to serve until the next election.
- If a vacancy of a community representative occurs, the Catholic School Council may request that the agency appoint another member, may choose a different organization, or, choose not to fill the position.

- If a student, teacher or non-teaching representative vacancy occurs, the Principal shall arrange for a replacement where possible.
- Individuals filling a vacated position shall hold the position until the term for that position expires.
- A vacancy in the membership of Catholic School Council does not prevent the Catholic School Council from exercising its authority to fill the position.

## 9. CODE OF ETHICS

A member shall:

- Consider the best interest of all students.
- Be guided by the Mission Statements of the Board and school.
- Become familiar with the Education Act according to school and Board guidelines, and Ministry of Education Regulations.
- Maintain the highest standards of integrity, recognizing and respecting the personal integrity of each member of the school community.
- Treat all other Catholic School Council members with respect and allow for diverse opinions to be shared, without interruption.
- Create a positive environment in which individual contributions are encouraged and valued.
- Acknowledge democratic principles and accept the consensus of the Catholic School Council for recommendation to the Principal.
- Respect the confidential nature of some school business, respect the limitations this places on the operation of the Catholic School Council, and not disclose confidential information.
- Focus discussions at Catholic School Council meetings to those items that fall within the mandate of Catholic School Councils.
- Use established communication channels when questions or concerns arise.
- Promote high standards of ethical practice within the school community.
- Not accept any payment for their Catholic School Council involvement.
- Refrain from making any negative statements about any individual or groups.
- Declare any conflict of interest.

## 10. DELEGATIONS

- Individuals may approach the Chair / Co-Chair(s) or the Principal to be placed on the agenda. This request must be in writing and received at least two (2) weeks before the meeting.
- The Chair/Co-Chair(s), in consultation with the Principal, may approve or deny such requests.
- Delegations will be limited to ten (10) minutes.

## 11. RESOLUTION OF CONFLICTS

If the Principal, after discussion with the Catholic School Council Chair/Co-Chair(s), determines that the Catholic School Council or any of its members have contravened Regulation 330/10 or Board Policy 800.1, the Principal or Chair/Co-Chair(s), will discuss the matter with the Family of Schools' Superintendent of Education. Please see the Complaint Resolution Policy No. 800.3.

Conflict Resolution Process (adapted from School Councils-A Guide for Members)

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

- Such a meeting shall be a private meeting and not construed as a meeting of the Catholic School Council.
- Any resolution reached at the meeting to resolve the conflict shall be signed and respected in full by all parties to the agreement.

## 12. FUNDRAISING

- Fundraising activities may be conducted as long as they are in accordance with Board policies and guidelines.
- Funds raised are to be used for a purpose recommended by the Catholic School Council and approved by the Board and/or Principal.
- Any funds and assets generated through fundraising activities assisted by the Catholic School Council are the property of the Board.
- All fundraising activities conducted by the Catholic School Council must be included in the annual report prepared by the Catholic School Council.

## 13. ANNUAL REPORT

The Catholic School Council shall submit an annual written report on its activities to the Principal of the school and to the Board (Appendix A).

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2013**

***PUBLIC SESSION***

**TOPIC: NIAGARA CATHOLIC PARENT INVOLVEMENT  
COMMUNITY POLICY (#800.7) AND BY-LAWS**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Niagara Catholic Parent Involvement Community Policy (#800.7) and By-Laws, as presented.

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Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education  
Presented by: Lee Ann Forsyth-Sells, Superintendent of Education  
Recommended by: Committee of the Whole  
Date: June 11, 2013



# NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE POLICY

## STATEMENT OF POLICY

Section:	800 - School & Community Relations
No:	800.7
Adopted:	May 24, 2011
Revised:	February 28, 2012

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Niagara Catholic Parent Involvement Committee (NCPIC), is a regional body of representative stakeholders, that supports the Mission of Catholic Education and the Mission of the Niagara Catholic District School Board, by providing a communication link to parents/guardians, Catholic School Councils, the Director of Education, and the Board of Trustees.

The Niagara Catholic Parent Involvement Committee, as supported by the Niagara Catholic District School Board, promotes active parent/guardian engagement with all parents/guardians in all schools for the improvement of student achievement and the well-being of all students in the Niagara Catholic District School Board.

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

### ***References:***

- *Ontario Regulation 330/10 School Councils and Parent Involvement Committees*
- *Parents in Partnership...A Parent Engagement Policy for Ontario Schools*
- *Niagara Catholic District School Board Catholic School Councils Policy 800.1*
- *Niagara Catholic District School Board Complaint Resolution Policy No. 800.3*
- *Niagara Catholic District School Board By-Laws*
- *Niagara Catholic Parent Involvement Committee By-Laws*
- *Education Act-Section 1*
- *OAPCE By-Law and Constitution*



# NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE POLICY

## ADMINISTRATIVE GUIDELINES

Section:	800 - School & Community Relations
No:	800.7
Adopted:	May 24, 2011
Revised:	February 28, 2012

### 1. RESPONSIBILITIES OF THE NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE (NCPIC)

- 1.1 The Niagara Catholic Parent Involvement Committee (NCPIC) is an advisory body, and the recommendations of the committee shall be in keeping with the Mission Statement of the Board, Vision 2020 Statements, Strategic Directions and the Enabling Strategies from the Vision 2020 Strategic Plan, along with the distinctive character, philosophy and goals of Catholic Education and respectful of the faith and traditions of the Catholic Church. The Board will retain all the powers and duties specified in the Education Act and its related Regulations.
- 1.2 Niagara Catholic Parent Involvement Committee members are to maintain a regional wide focus to support Catholic Education in all schools, to encourage and enhance parent/guardian engagement for the improvement of student achievement, and the well-being of all students in the Niagara Catholic District School Board.
- 1.3 Individual members of the Niagara Catholic Parent Involvement Committee do not speak for the committee and the Chair and/or Co-Chair(s) must be diligent in ensuring that any views presented in the capacity of Chair and/or Co-Chair(s) represent fairly the position of the Niagara Catholic Parent Involvement Committee.

### 2. MANDATE OF THE NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE (NCPIC)

- 2.1 The Board and/or School Administration may ask for recommendations from the Niagara Catholic Parent Involvement Committee.
- 2.2 The Niagara Catholic Parent Involvement Committee shall achieve its purpose by:
  - providing information and advice on parent/guardian engagement to the Board;
  - communicating with, and supporting Catholic School Councils of schools of the Board;
  - undertaking activities to help parents/guardians of students of the Board support their children's learning at home and at school;
  - developing strategies and initiatives the Board and the Director of Education could use to effectively communicate with parents/guardians and to effectively engage parents/guardians in improving student achievement and the well-being of all students in the Board such as Meetings, Faith Formation, Conferences and other events for Catholic School Councils as approved by the Board;
  - advising the Board and the Director of Education on ways to use the strategies and initiatives;
  - working with Catholic School Councils, the Director of Education and/or the Director's designate/Superintendent of Education, and with employees of the Board to:
    - share effective practices to help engage parents/guardians, especially parents/guardians who may find engagement challenging, in their children's learning,
    - identify and reduce barriers to parent/guardian engagement,

- help ensure that schools of the Board create a welcoming environment for parents/guardians of its students,
  - develop skills and acquire knowledge that will assist the Niagara Catholic Parent Involvement Committee and Catholic School Councils of the Board with their work; and by
  - communicating information from the Ministry of Education Parent Engagement Office to Catholic School Councils of the Board and to the parents/guardians of students of the Board;
  - determining, in consultation with the Director of Education and/or the Director's designate/Superintendent of Education, and in keeping with the Board's policies, how funding, if any, provided under the Education Act for parent/guardian involvement is to be used by the Niagara Catholic Parent Involvement Committee,
  - reviewing new and revised policies and guidelines, and
  - other issues deemed appropriate by the Board
- 2.3 Each year, the Niagara Catholic Parent Involvement Committee shall make recommendations to promote Catholic values and to encourage parental involvement in the schools. The recommendations shall be presented to the Director of Education through the Director's designate/Superintendent of Education and shall outline the objectives, description of activities, personnel and required budgets, as well as a brief statement of expected outcomes.
- 2.4 The Board shall establish a yearly budget to address the various activities as outlined in 2.2 projected for the Niagara Catholic Parent Involvement Committee.
- 2.5 The normal reporting system for the Niagara Catholic Parent Involvement Committee will be through the Director's designate/Superintendent of Education.

### 3. MEMBERSHIP

- 3.1 Every effort will be made to ensure that membership is representative of the population distribution within the geographic areas of the Board's jurisdiction with half of the parent/guardian representatives serving for a one (1) year term with the remainder serving for a two (2) year term:
- |                                     |   |
|-------------------------------------|---|
| Niagara Falls/Niagara-on-the-Lake   | up to 4 Parent/Guardian Representatives |
| St. Catharines                      | up to 4 Parent/Guardian Representatives |
| Welland                             | up to 2 Parent/Guardian Representatives |
| Fort Erie, Port Colborne, Wainfleet | up to 2 Parent/Guardian Representatives |
| Thorold/Merritton                   | up to 2 Parent/Guardian Representatives |
| Grimsby/Lincoln/West Lincoln/Pelham | up to 2 Parent/Guardian Representatives |
- 3.2 Eligibility of Membership
- 3.2.1 To be eligible for election/appointment to the Niagara Catholic Parent Involvement Committee:
- must be a parent/guardian of a student enrolled in a Niagara Catholic District School Board school,
  - must reside within the Board's jurisdiction,
  - must represent the geographic area where the student(s) is enrolled,
  - must support the Mission, Vision and Values of the Niagara Catholic District School Board, and
  - must fully participate in the Annual Commissioning Ceremony of NCPIC members.

- 3.2.2 A parent/guardian who is employed by the Board is qualified to be appointed to the Niagara Catholic Parent Involvement Committee.
- 3.2.3 A parent/guardian who is employed by the Board shall at his or her first meeting inform the Niagara Catholic Parent Involvement Committee of his or her employment with the Board.

### 3.3 Composition of the Niagara Catholic Parent Involvement Committee

The Niagara Catholic Parent Involvement Committee shall include the following:

#### VOTING MEMBERS

- The number of parent/guardian members as specified in the By-Laws of the Niagara Catholic Parent Involvement Committee,
- The number of Community Representatives as specified in the By-Laws of the Niagara Catholic Parent Involvement Committee,
- In accordance with the Niagara Catholic Parent Involvement Committee By-Laws, one (1) parent/guardian will be elected as required for a term not to exceed two (2) years represent the Niagara Catholic District School Board as the Regional Director for the Ontario Association of Parents in Catholic Education (OAPCE) and will act as liaison between the Ontario Association of Parents in Catholic Education (OAPCE) and the OAPCE Liaison Representatives from the Catholic School Councils of the Board.

#### NON-VOTING MEMBERS

- The Director of Education and/or the Director's designate/Superintendent of Education,
- Two (2) members of the Board appointed by the Chair of the Board for a one (1) year term,
- The Bishop of the Diocese of St. Catharines or his appointed representative,
- One (1) Principal of an elementary school of the Board recommended by the Principal/Vice-Principal Council to Senior Administrative Council, for approval,
- One (1) Principal of a secondary school of the Board recommended by the Principal/Vice-Principal Council to Senior Administrative Council, for approval,
- One (1) teacher employed, other than a Principal or Vice-Principal, in an elementary school of the Board recommended by the Ontario English Catholic Teachers' Association (OECTA) to Senior Administrative Council, for approval,
- One (1) teacher employed, other than a Principal or Vice-Principal, in a secondary school of the Board recommended by the Ontario English Catholic Teachers' Association (OECTA) to Senior Administrative Council, for approval,
- One (1) person employed by the Board, other than a Principal, Vice-Principal or teacher, i.e. (support staff) recommended by Canadian Union of Public Employees (CUPE) to Senior Administrative Council, for approval,
- One (1) parent/guardian of a student with special needs enrolled in a Niagara Catholic District School Board school who will not be counted as a parent/guardian representative from one (1) of the geographic areas, but as an advocate for students with special needs recommended by motion of the Special Education Advisory Committee (SEAC) at the first meeting of the school year, and
- One (1) member of the Secondary Student Senate to be appointed by the Student Senate.

3.4 The Niagara Catholic Parent Involvement Committee shall elect/acclaim parent/guardian members in the Fall of each school year to the committee before November 15 and before the first meeting of the Committee in the school year.

3.5 In specifying the number of parent/guardian members to be elected to the Niagara Catholic Parent Involvement Committee in its By-Laws, the committee shall ensure that parent/guardian members constitute a majority of the members of the committee.



- 3.6 Any appointment to the Niagara Catholic Parent Involvement Committee is of no effect unless the person agrees to the appointment.

#### 4. VACANCIES/TERMS OF OFFICE/OFFICERS/ ELECTIONS

- 4.1 Vacancies on the Niagara Catholic Parent Involvement Committee may occur when:
- a parent/guardian member has reached the end of a one (1) or two (2) year term
  - a member resigns
  - a member is unable to fulfill his/her duties
- 4.2 A vacancy in the membership of the Niagara Catholic Parent Involvement Committee does not prevent the committee from exercising its authority to make an appointment to fill the vacancy as specified in the By-Laws of the Niagara Catholic Parent Involvement Committee.
- 4.3 Vacancies in parent/guardian member positions shall be advertised through a variety of methods which may include:
- advertisements in newsletters of all schools or Catholic School Councils of schools of the Board,
  - advertisements in the newspaper with general circulation in the geographic jurisdiction of the Board,
  - advertisements on radio or television stations that broadcast in the geographic jurisdiction of the Board,
  - notices in schools of the Board,
  - notices on the Board website [www.niagaracatholic.ca](http://www.niagaracatholic.ca) and on the websites of the Board's schools, and
  - notices in the Parish bulletins.
- 4.4 Where a vacancy of an elected parent/guardian member occurs, the Niagara Catholic Parent Involvement Committee may appoint a parent/guardian to serve on the Niagara Catholic Parent Involvement Committee until the next election.
- 4.4.1 The Niagara Catholic Parent Involvement Committee shall fill the vacancy by appointment from the pool of candidates from the previous election process.
- 4.4.2 If none of the candidates from the pool of the previous election process is interested in becoming a Niagara Catholic Parent Involvement Committee member, the Niagara Catholic Parent Involvement Committee may request nominations from interested parents/guardians of the Niagara Catholic District School Board from the vacant geographic area to submit their names by the designated date for consideration.
- 4.4.3 The Niagara Catholic Parent Involvement Committee may then appoint one (1) of the interested candidates from the vacant geographic area.
- 4.5 Where a vacancy of a Community representative occurs, the Niagara Catholic Parent Involvement Committee may request the agency to appoint another member, choose a different organization, or choose not to fill the position.
- 4.6 Where a Principal/Vice-Principal, student, teacher or non-teaching representative vacancy occurs, the Director's designate/Superintendent of Education shall arrange for a replacement as outlined in Section 3.3.
- 4.7 Individuals filling a vacated position shall hold the position until the original term for that position expires.

#### 4.8 Terms of Office

- 4.8.1 The term of office of some of the parent/guardian members of the Niagara Catholic Parent Involvement Committee shall be one (1) year and the term of office of some of the parent/guardian members shall be two (2) years, as provided in the By-Laws of the committee. Half of the parent/guardian representatives from each of the geographic areas will serve a two (2) year term with the remainder serving for a one (1) year term.
- 4.8.2 Parent/guardian representatives will declare their desired term of office on the nomination/self-nomination forms. At the first meeting of the Niagara Catholic Parent Involvement Committee, terms for representatives from each geographic area will be determined by consensus.
- 4.8.3 Failing a consensus, the representatives from the geographic areas shall draw lots (straws) to determine the length of the term. The drawing of lots shall be done in alphabetical order and the person who draws the longest straw shall be the representative for a two (2) year term.
- 4.8.4 A member of the Niagara Catholic Parent Involvement Committee may be re-appointed or re-elected to the Committee for more than one (1) term unless otherwise provided in the By-Laws of the committee.

#### 4.9 Officers

- 4.9.1 The Niagara Catholic Parent Involvement Committee shall have a Chair and/or Co-Chair(s), if the By-Laws of the committee so provides, a Co-Chair(s).
- 4.9.2 The Chair and/or Co-Chair(s) must be parent members of the committee and shall be elected for a two (2) year term by the parent/guardian members of the committee at the first meeting of the committee in each school year that there is a vacancy in the office of the Chair and/or Co-Chair(s).
- 4.9.3 Only parent/guardian members with a two (2) year term on the Niagara Catholic Parent Involvement Committee are eligible to be elected to the position of Chair and/or Co-Chair(s).
- 4.9.4 An individual may not serve more than two (2) consecutive terms as Chair and/or Co-Chair(s).
- 4.9.5 An individual who has served one (1) term or two (2) consecutive terms as Chair and/or Co-Chair(s) may be re-elected as Chair and/or Co-Chair(s) of the committee provided at least one (1) two (2) year term has elapsed since his or her last term as Chair and/or Co-Chair(s).
- 4.9.6 The Chair and/or Co-Chair(s) shall act as spokespersons for the committee in communicating matters of the committee with the Director of Education of the Board and/or the Director's Designate/Superintendent of Education of the Board.
- 4.9.7 The Niagara Catholic Parent Involvement Committee shall have such other officers as are provided for in the By-Laws of the committee.
- 4.9.8 A vacancy in the office of Chair and/or Co-Chair(s) or any office provided for in the By-Laws shall be filled in accordance with the By-Laws of the committee.

#### 4.10 Elections

- 4.10.1 Elections of parent/guardian representatives to the Niagara Catholic Parent Involvement Committee are to be held in the Fall of each school year before November 15 and before the first meeting of the Committee in the school year.
- 4.10.2 Election Forms will be sent to individual Catholic School Councils one (1) month prior to the elections.
- 4.10.3 Nomination forms and self-nomination forms must be submitted and received by the nomination date before 4:00 p.m. EST. Nomination forms will be date stamped for receipt. Nomination forms that are incomplete by the nomination submission deadline will not be accepted.
- 4.10.4 If an election is to be held, notification will be given to all candidates as to the date/time of the election which will occur at the Niagara Catholic Parent Involvement Committee Annual Catholic School Council Chair and/or Co-Chair(s) and Members' Meeting in the Fall of each school year.
- 4.10.5 To be eligible to vote a parent/guardian must be a resident of the geographic area. Residency may be verified through a request for official documentation such as a tax bill. A parent/guardian of the geographic area must be in attendance at the Niagara Catholic Parent Involvement Committee Annual Catholic School Councils Chair and/or Co-Chair(s) and Members' Meeting to vote. Nominees will be invited to make a brief two (2) minute presentation to parents/guardians present in the geographic area before the vote. The vote will be by secret ballot and tabulated by the Election sub-committee of the Niagara Catholic Parent Involvement Committee.
- 4.10.6 An (election) sub-committee, comprised of the previous year's Niagara Catholic Parent Involvement Committee Chair, (if not seeking re-election) or at least (1) and/or Co-Chair(s), the Director's designate/ Superintendent of Education and up to four (4) additional members will oversee the election process. (Niagara Catholic Parent Involvement Committee By-Laws).
- 4.10.7 Names and addresses of members of the Niagara Catholic Parent Involvement Committee will be forwarded to the Director of Education within thirty (30) days of the election.
- 4.10.8 Names of the Niagara Catholic Parent Involvement Committee members will be published to the Niagara Catholic District School Board school communities.
- 4.10.9 Where a Niagara Catholic Parent Involvement Committee member submits a letter of resignation or is absent from three (3) consecutive Niagara Catholic Parent Involvement Committee meetings, the Niagara Catholic Parent Involvement Committee may appoint a replacement to serve until the next election as per Section 4.4 Vacancies and NCPIC By-Laws.

### **5. ROLE OF THE NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE CHAIR AND/OR CO-CHAIR(S)**

The Chair and/or Co-Chair(s) of the Niagara Catholic Parent Involvement Committee shall:

- 5.1 Determine the dates of the Niagara Catholic Parent Involvement Committee meetings in consultation with the Director's designate/Superintendent of Education.
- 5.2 Plan the agenda with Director's designate/Superintendent of Education.

- 5.3 Chair the Niagara Catholic Parent Involvement Committee meetings.
- 5.4 Communicate regularly with the Director's designate/Superintendent of Education and Catholic School Councils regarding matters of the committee.
- 5.5 Be diligent in ensuring that any views presented in the capacity of Chair and/or Co-Chair(s) represent fairly the position of the Niagara Catholic Parent Involvement Committee.
- 5.6 Review the By-Laws annually in consultation with the Niagara Catholic Parent Involvement Committee.
- 5.7 Participate as ex-officio members of all subcommittees established by the NCPIC.

## **6. ROLE OF THE PARENT/GUARDIAN MEMBERS**

- 6.1 Participate in Niagara Catholic Parent Involvement Committee meetings on a regular basis as per the NCPIC By-Laws.
- 6.2 Participate in information and training sessions.
- 6.3 All members of the Niagara Catholic Parent Involvement Committee shall have the primary responsibility to work with the committee to facilitate the approved mandate.

## **7. ROLE OF THE DIRECTOR'S DESIGNATE/SUPERINTENDENT OF EDUCATION**

- 7.1 Facilitate and assist in the operation of the Niagara Catholic Parent Involvement Committee and assist in its operation.
- 7.2 In consultation with the Chair and/or Co-Chair(s) determine the date and time of the Niagara Catholic Parent Involvement Committee and subcommittee meetings and arrange a meeting room.
- 7.3 Plan the agenda with the Chair and/or Co-Chair(s) and subcommittee Chairs and/or Co-Chair(s) of the Niagara Catholic Parent Involvement Committee.
- 7.4 Make every effort to distribute the agenda to all members of the Niagara Catholic Parent Involvement Committee at least five (5) calendar days prior to the meeting.
- 7.5 Support and promote the approved activities of the Niagara Catholic Parent Involvement Committee.
- 7.6 Seek input from the Niagara Catholic Parent Involvement Committee.
- 7.7 Act as a resource on, regulations and Board policies.
- 7.8 Communicate with the Chair and/or Co-Chair(s) of the Niagara Catholic Parent Involvement Committee on matters of the Committee as required.
- 7.9 Assist the Niagara Catholic Parent Involvement Committee in encouraging increased parent/guardian involvement.
- 7.10 Ensure that the minutes of the meetings are recorded, maintained, and posted on the Board website.

- 7.11 Facilitate communication between the Niagara Catholic Parent Involvement Committee and the Catholic School Councils.
- 7.12 Act as the secretary/treasurer to the Niagara Catholic Parent Involvement Committee.
- 7.13 Prepare and present a report at each meeting, including a financial statement.

## 8. MEETING PROCEDURES

- 8.1 Meetings will open and close with a prayer.
- 8.2 Must fully participate in the Annual Commissioning Ceremony of the NCPIC members.
- 8.3 At the first meeting of the new school year the voting parent/guardian members shall in the year where necessary elect a parent/guardian member to serve as Chair and/or Co-Chair(s) of the Niagara Catholic Parent Involvement Committee for a term of (2) years.
- 8.4 Meetings should be held on a bi-monthly basis between September to June. Special meetings may also be called by the Director's designate/Superintendent of Education or by three (3) parent/guardian members by written request to the Director's designate/Superintendent of Education.
- 8.5 Meetings will commence on time and not last more than two (2) hours, unless the majority of the Niagara Catholic Parent Involvement Committee members agree to a longer meeting of no more than thirty (30) minutes beyond the two (2) hour time limit.
- 8.6 All meetings are open to members of the public and Catholic School Councils within the Board's jurisdiction and will be held at the Catholic Education Centre.
- 8.7 Niagara Catholic Parent Involvement Committee meetings shall not proceed unless there is a quorum in attendance. A quorum is fifty percent plus one (50% + 1) of voting members, but at all times there must be a majority of parents/guardians at the meeting. A member who participates through electronic means shall be deemed to be present at the meeting.
- 8.8 A meeting cannot be held unless,
  - a majority of the members present at the meeting are parent/guardian members;
  - the Director of Education, or the Director's designate/Superintendent of Education is present, and
  - at least one (1) of the appointed Trustees to the committee is present.
- 8.9 Every effort will be made to distribute the agenda to members of the Niagara Catholic Parent Involvement Committee at least five (5) calendar days prior to the meeting by delivering a notice by e-mail or regular mail and post a notice on the Board website.
- 8.10 Approved minutes of the meetings are to be recorded, maintained and posted on the Board website.
- 8.11 The Niagara Catholic Parent Involvement Committee shall use consensus as the usual method for developing recommendations and plans. If voting becomes necessary, a simple majority will be sufficient for a vote on any issue.
- 8.12 The Niagara Catholic Parent Involvement Committee will inform Catholic School Councils and parent/guardian communities of their activities through newsletters, special meetings, the Board website, and through liaison with Catholic School Councils. Information to Catholic School Councils shall flow through the school Principal and/or the Chair and/or Co-Chair(s) of the Catholic School Council.

## 9. SUBCOMMITTEES

- 9.1 The Niagara Catholic Parent Involvement Committee may establish subcommittees to carry out specific tasks or projects in accordance with the overall mandate of the Niagara Catholic Parent Involvement Committee and to make recommendations on these matters to the Niagara Catholic Parent Involvement Committee.
- 9.2 A subcommittee of the Niagara Catholic Parent Involvement Committee must have at least one (1) parent/guardian member of the Niagara Catholic Parent Involvement Committee.
- 9.3 A subcommittee of the Niagara Catholic Parent Involvement Committee may include persons who are not members of the Niagara Catholic Parent Involvement Committee.
- 9.4 The members of a Niagara Catholic Parent Involvement Committee subcommittee shall elect a Chair and/or Co-Chair(s) at the first meeting of the subcommittee.
- 9.5 The Chair and/or Co-Chair(s) of the subcommittee shall:
  - In consultation with the Director's designate/Superintendent of Education and all subcommittee members determine the date and time of the Niagara Catholic Parent Involvement Committee subcommittee meetings.
  - Plan the agenda in consultation with the Director's designate/Superintendent of Education.
  - Chair the subcommittee meetings.
  - Report on the recommendations of the subcommittee at the subsequent Niagara Catholic Parent Involvement Committee meeting on matters of the Committee.
  - Record and make available the minutes of the subcommittee meetings to the Director's designate/Superintendent of Education and the NCPIC members.
  - Communicate matters of the subcommittee with the Director's designate/Superintendent of Education and the Chair and/or Co-Chair(s) of the Niagara Catholic Parent Involvement Committee.

## 10. BY-LAWS

In accordance with the Niagara Catholic Parent Involvement Committee Policy (800.7) the Niagara Catholic Parent Involvement Committee, shall recommend to the Niagara Catholic District School Board its By-Laws for approval, and shall make By-Laws governing the conduct of the committee's affairs; subject to the approval of the Board.

- shall make By-Laws governing the conduct of the committee's affairs; subject to the approval of the Board.
- shall make By-Laws,
- specifying the number of parent/guardian members to be appointed or elected to the committee, governing the process of appointment or election of parent/guardian members and governing the filling of vacancies in parent/guardian membership,
- specifying the number of community representatives, up to three (3), to be appointed to the committee, governing the process of appointment of community representatives and governing the filling of vacancies in community representative membership,
- governing the election of members of the committee to the offices of Chair and/or Co-Chair(s), and any offices provided for in the By-Laws, and governing the filling of vacancies in the offices of the committee,
- specifying the number of parent/guardian members of the Niagara Catholic Parent Involvement Committee that will hold office for one (1) year and the number of parent/guardian members that will hold office for two (2) years,

- specifying the length of the term of office for the community representative member(s),
- establishing rules respecting conflicts of interest of the members of the Niagara Catholic Parent Involvement Committee, and
- establishing a process for resolving conflicts internal to the committee, consistent with the Board Complaint Resolution Policy. (See Policy 800.3)

## 11. MINUTES AND FINANCIAL RECORDS

- 11.1 The Niagara Catholic Parent Involvement Committee shall keep minutes of all of its meetings and records of all of its financial transactions.
- 11.2 The Niagara Catholic Parent Involvement Committee shall retain the minutes of its meetings and the records of its financial transactions in accordance with the policies of the Board respecting the retention of documents by committees of the Board.
- 11.3 The minutes of the Niagara Catholic Parent Involvement Committee shall be:
- posted on the website of the Board; and
  - sent electronically to the Chair and/or Co-Chair(s) of the Catholic School Council of each school of the Board.
- 11.4 The minutes and the records of its financial transactions shall be available for examination at the Board by any person without charge for four (4) years.
- 11.5 Minutes posted on the website of the Board shall remain on the website for four (4) years.

## 12. INCORPORATION

The Niagara Catholic Parent Involvement Committee shall not be incorporated.

## 13. CONSULTATION WITH THE NIAGARA CATHOLIC DISTRICT SCHOOL BOARD, AND THE MINISTRY OF EDUCATION

- 13.1 The Niagara Catholic District School Board may solicit and take into consideration the advice of the Niagara Catholic Parent Involvement Committee with regards to matters that relate to improving student achievement, well-being and active parent engagement.
- 13.2 The Niagara Catholic District School Board shall inform the Niagara Catholic Parent Involvement Committee of its response to advice provided to it by the committee.
- 13.3 The Ministry of Education may solicit and take into consideration the advice of Niagara Catholic Parent Involvement Committee with regard to matters that relate to improving student achievement, well-being and active parent engagement.

## 14. CONSULTATION BY THE NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE

The Niagara Catholic Parent Involvement Committee may solicit and take into consideration the advice of parents/guardians of students enrolled in schools of the Board with regard to matters that relate to improving student achievement and well-being.

## 15. SUMMARY OF ACTIVITIES

- 15.1 The Niagara Catholic Parent Involvement Committee shall annually submit a written summary of the committee's activities to the Chair of the Board and to the Director of Education of the Board.
- 15.2 The summary of activities shall include a report on how funding, if any, provided under the Education Act for the Niagara Catholic Parent Involvement Committee was spent.
- 15.3 The Director of Education and/or the Director's designate/Superintendent of Education shall:
  - provide the summary of activities to the Catholic School Councils of the schools of the Board; and
  - post the summary of activities on the website of the Board.

## 16. DELEGATIONS

- 16.1 Individuals may approach the Chair and/or Co-Chair(s) of the Niagara Catholic Parent Involvement Committee or the Director's designate/Superintendent to be placed on the agenda. This request must be in writing and received at least two (2) weeks before the meeting. The Chair and/or Co-Chair(s), in consultation with the Director's designate/Superintendent of Education, may approve or reject such requests.
- 16.2 Delegations will be limited to ten (10) minutes.
- 16.3 Following a presentation, the Niagara Catholic Parent Involvement Committee will decide whether to amend the agenda at that point, refer it to a future meeting, or take no action.

## 17. CONFLICT RESOLUTION

If the Director's designate/Superintendent of Education, after discussion with the Niagara Catholic Parent Involvement Committee Chair and/or Co-Chair(s), determines that any of the members have contravened Regulation 330/10 or Board Policy 800.1, the Director's designate/Superintendent of Education or Chair and/or Co-Chair(s) will discuss the matter with the Director of Education. Please see the Complaint Resolution Policy No. 800.3.

Conflict Resolution Process (adapted from School Councils-A Guide for Members)

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



## 18. CODE OF ETHICS

A member shall:

- Fully participate in the Annual Commissioning Ceremony of the NCPIC members.
- Consider the best interest of all students and the NCPIC members.
- Be guided by the Mission, Vision and Values of the Board.
- Become familiar with the Education Act, Board Policies, and Ministry of Education Regulations.
- Maintain the highest standards of integrity, recognizing and respecting the personal integrity of each member of the NCPIC.
- Treat all other Niagara Catholic Parent Involvement Committee members with respect and allow for diverse opinions to be shared, without interruption.
- Create a positive environment in which individual contributions are encouraged and valued.
- Acknowledge democratic principles and accept the consensus of the Niagara Catholic Parent Involvement Committee for recommendation to the Director's designate/Superintendent of Education.
- Focus discussions at Niagara Catholic Parent Involvement Committee meetings to those items that fall within the mandate of Niagara Catholic Parent Involvement Committee.
- Bring questions or concerns to the attention of the Director's designate/Superintendent of Education through appropriate policies of the Board.
- Promote high standards of ethical practice within the NCPIC.
- Not accept any payment for their Niagara Catholic Parent Involvement Committee involvement.
- Refrain from making any negative statements about any individual or groups.
- Declare any conflict of interest.

## 19. FUNDRAISING

Any funds/or assets generated through activities assisted by the Niagara Catholic Parent Involvement Committee are the property of the Board.

## 20. REMUNERATION

- 20.1 A person shall not receive any remuneration for serving as a member of the Niagara Catholic Parent Involvement Committee.
- 20.2 Subsection (1) does not preclude payment of an honorarium under section 191 of the Act that takes into account the attendance of a Board member at the Niagara Catholic Parent Involvement Committee meeting.
- 20.3 Members of the Niagara Catholic Parent Involvement Committee will be reimbursed for pre-approved expenses for conferences attended on behalf of the NCPIC, including accommodation, mileage, parking and meals through the Director's designate/Superintendent of Education in accordance with Board policies.



**NIAGARA CATHOLIC**  
DISTRICT SCHOOL BOARD

*"The Niagara Catholic District School Board, through the charisms of faith, social justice, support and leadership, nurtures an enriching Catholic learning community for all to reach their full potential and become living witnesses of Christ."*

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

**BY-LAWS**

Revised: September 27, 2011  
April 24, 2012

# **Niagara Catholic Parent Involvement Committee**

## **TERMS OF REFERENCE**

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Niagara Catholic Parent Involvement Committee (NCPIC), is a regional body of representative stakeholders, that supports the Mission of Catholic Education and the Mission of the Niagara Catholic District School Board, by providing a communication link to parents/guardians, Catholic School Councils, the Director of Education, and the Board of Trustees.

The Niagara Catholic Parent Involvement Committee, as supported by the Niagara Catholic District School Board, promotes active parent/guardian engagement with all parents/guardians in all schools for the improvement of student achievement and the well-being of all students in the Niagara Catholic District School Board.

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

# Niagara Catholic Parent Involvement Committee

## BY-LAWS

The Niagara Catholic Parent Involvement Committee By-Laws are in accordance with the Education Act and its Regulations (Ontario Regulations 330/10 School Councils and Parent Involvement Committees) and the Niagara Catholic District School Board Niagara Catholic Parent Involvement Committee Policy (800.7).

### 1. MEMBERSHIP

Parents/guardians who support the Mission, Vision and Values of the Niagara Catholic District School Board will make up the majority of the Niagara Catholic Parent Involvement Committee (NCPIC).

Voting members:

- Members will include up to sixteen (16) parent/guardian members who are voting members,
- Up to three (3) community representatives will be appointed to the committee who are voting members;
- One (1) parent/guardian will be elected as required for a term not to exceed two (2) years to represent the Niagara Catholic District School Board as the Regional Director for the Ontario Association of Parents in Catholic Education (OAPCE) and will act as liaison between the Ontario Association of Parents in Catholic Education (OAPCE) and the OAPCE Liaison Representatives from the Catholic School Councils of the Board. In the event that nominations or self-nominations are not received for the position, the Chair and the Vice-Chair of the Board, and the Director of Education reserve the right to appoint a representative.

Non-voting members:

- The Director of Education and/or the Director's designate/Superintendent of Education
- Two (2) members of the Board appointed by the Chair of the Board for a one (1) year term,
- A member will be appointed by the Special Education Advisory Committee (SEAC) ;
- A diocesan member will be appointed by the Bishop of St. Catharines;
- A student member will be appointed by the Secondary Student Senate;
- One (1) elementary Principal and one secondary Principal member;
- One (1) elementary teacher and one (1) secondary teacher member; and
- One (1) support staff member.

Every effort will be made to ensure that membership is representative of the population distribution within the geographic areas of the Board's jurisdiction with half of the parent/guardian representatives serving for a one (1) year term with the remainder serving for a two (2) year term:

Niagara Falls/Niagara-on-the-Lake	up to 4 Parent/Guardian Representatives
St. Catharines	up to 4 Parent/Guardian Representatives
Welland	up to 2 Parent/Guardian Representatives
Fort Erie, Port Colborne, Wainfleet	up to 2 Parent/Guardian Representatives
Thorold/Merritton	up to 2 Parent/Guardian Representatives
Grimsby/Lincoln/West Lincoln/Pelham	up to 2 Parent/Guardian Representatives

## 2. TERMS

- Half of the Niagara Catholic Parent Involvement Committee will serve for a term of two (2) years, (renewable) and all other members will serve for a term of one (1) year, (renewable).
- Non-parent/guardian members will serve for a term of two (2) years.
- An (election) sub-committee, comprised of the Chair or at least one (1) Co-Chair, the Director's designate/ Superintendent of Education and up to four (4) additional members will oversee the election process.
- Every effort will be made to represent the diverse communities of the Board.
- Whenever possible, the committee will make most decisions based on consensus. When a vote is necessary all voting members (only parent/guardian members and community representative members are entitled to vote) will vote. A vote can only be taken if Quorum is present (fifty percent plus one (50% + 1) of the voting members).

## 3. MEETINGS

- General meetings of the Niagara Catholic Parent Involvement Committee will be bi-monthly.
- Working meetings for sub-committees of the Niagara Catholic Parent Involvement Committee will be held in the opposing months. Additional meetings may be called as required by the Director's designate/Superintendent of Education and the Chair and/or Co-Chair(s) or at the written request of a minimum of three (3) committee members.
- Meetings are open to the public and will be held at the Catholic Education Centre (CEC).

### MEMBER ABSENCES AND ATTENDANCE AT MEETINGS

Niagara Catholic Parent Involvement Committee members are expected to attend all Niagara Catholic Parent Involvement Committee meetings and subcommittee meetings of which they are members, either physically or through electronic means.

- A member who is unable to attend a scheduled Niagara Catholic Parent Involvement Committee meeting must request to be excused from a meeting by contacting the Director's designate/Superintendent of Education and will be marked as excused in the minutes of the meeting.
- Members, who, prior to the adjournment of a meeting, have excused themselves or depart at any time during a meeting for the remainder of the meeting, will have the time of departure noted in the minutes of the meeting.
- Members, who are not excused from attendance at a Niagara Catholic Parent Involvement Committee meeting or fail to notify the and/or the Director's designate/ Superintendent of Education if unable to attend a meeting, will be marked as absent in the minutes of the meeting.
- A member of the Niagara Catholic Parent Involvement Committee may lose his or her position for being absent without authorization for (3) three consecutive meetings.

## 4. OFFICES

- The Niagara Catholic Parent Involvement Committee shall elect one (1) Chair or two (2) Co-chairs(s) from the parent/guardian members to chair the Committee for a term of two (2) years.
- Elections for the position of Chair and/or Co-Chair(s) (s) shall take place at the first general meeting of the committee in the school year when there is a vacancy.
- The Chair and/or Co-Chair(s) cannot be employees of the Niagara Catholic District School Board.
- Only parent/guardian members that have been elected/appointed or re-elected/re-appointed to the committee for a two (2) year term are eligible to be elected as a Chair and/or Co-Chair(s) (s). Parent/guardian members with only one (1) year left of their term are not eligible to stand for election as Chair and/or Co-Chair(s)

- An individual may not serve more than two (2) consecutive terms (four (4) years) as Chair and/or Co-Chair(s).
- An individual who has served one (1) term or two (2) term consecutive terms may be re-elected to the position of Chair and/or Co-Chair(s) of the committee provided that at least one (1) full two (2) year term has elapsed since the last term as Chair and/or Co-Chair(s)
- If the committee chooses to elect two (2) Co-Chairs, each Co-Chair will be considered to have equal responsibility to fulfill all duties of the position of Chair including, setting agendas, chairing meetings and acting as spokesperson(s) for the committee in communication with the Director of Education of the Board and the Board.
- The committee may choose to elect other officers to the executive as deemed necessary.
- If a vacancy occurs in the office of Chair and/or Co-Chair(s) the committee shall elect a parent representative to complete the remainder of the term that has been vacated.

*Chair and/or Co-Chair(s) of the Niagara Catholic Parent Involvement Committee:*

- Determine the dates of the Niagara Catholic Parent Involvement Committee meetings in consultation with the Director's designate/Superintendent of Education.
- Plan the agenda with Director's designate/Superintendent of Education.
- Chair the Niagara Catholic Parent Involvement Committee meetings.
- Communicate regularly with the Director's designate/Superintendent of Education and Catholic School Councils regarding matters of the committee.
- Be diligent in ensuring that any views presented in the capacity of Chair and/or Co-Chair(s) represent fairly the position of the Niagara Catholic Parent Involvement Committee.
- Review the By-Laws annually in consultation with the Niagara Catholic Parent Involvement Committee.
- Participate as ex-officio members of all subcommittees established by the NCPIC.

## 5. VACANCIES

Vacancies on the Niagara Catholic Parent Involvement Committee occur when:

- a parent/guardian member has reached the end of a one (1) or two (2) year term
- a member resigns
- a member is unable to fulfill his/her duties

### Filling Vacancies

- When a vacancy occurs, the Niagara Catholic Parent Involvement Committee will decide if the vacancy is to be filled.
- The Niagara Catholic Parent Involvement Committee may appoint a parent/guardian to serve on the Committee until the next election.
- The Niagara Catholic Parent Involvement Committee shall fill the vacancy by appointment from the pool of candidates from the previous election process.
- If none of these candidates is interested in becoming a NCPIC member, the NCPIC may request that interested parents/guardians submit their names for consideration as stated in the NCPIC Policy/Guidelines 800.7.

## 6. CONFLICT OF INTEREST

- A conflict of interest for a Niagara Catholic Parent Involvement Committee member involves situations in which the member's private interests may be incompatible or in conflict with the Niagara Catholic Parent Involvement Committee.
- Each Niagara Catholic Parent Involvement Committee member shall avoid situations that could result in an inconsistency between the overall goals and vision of the Niagara Catholic Parent Involvement Committee and a personal or vested interest that may arise in connection with his or her duties as a Niagara Catholic Parent Involvement Committee member.

- Should an issue or agenda item arise during a Niagara Catholic Parent Involvement Committee meeting where a committee member is in a conflict of interest situation, he or she shall declare the conflict of interest immediately and decline from the discussion and resolution.
- The committee member shall declare a conflict of interest in matters that they, members of their families or their business affiliations could directly or indirectly benefit from the decisions of the committee.
- A committee member who identifies a conflict of interest must declare it before any discussion of the matter begins.
- The member must:
  - Publicly state the conflict of interest, explain the general nature of the interest and have the declaration recorded in the minutes.
  - Not vote on the matter under discussion.
  - Leave the room when the committee is discussing the matter and have this facet recorded in the minutes.
  - Not discuss the matter with members or attempt to influence the decision.

## 7. CONFLICT RESOLUTION

If the Director's designate/Superintendent of Education, after discussion with the Niagara Catholic Parent Involvement Committee Chair and/or Co-Chair(s), determines that any of the members have contravened Regulations 330/10 or Board Policy 800.1, the Director's designate/Superintendent of Education or Chair and/or Co-Chair(s) will discuss the matter with the Director of Education. Please see the Complaint Resolution Policy No. 800.3.

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

## 8. CODE OF ETHICS

A member shall:

- Fully participate in the Annual Commissioning Ceremony of the NCPIC members.
- Consider the best interest of all students and the NCPIC members.
- Be guided by the Mission, Vision and Values of the Board.
- Become familiar with the Education Act, Board Policies, and Ministry of Education Regulations.
- Maintain the highest standards of integrity, recognizing and respecting the personal integrity of each member of the NCPIC.
- Treat all other Niagara Catholic Parent Involvement Committee members with respect and allow for diverse opinions to be shared, without interruption.

- Create a positive environment in which individual contributions are encouraged and valued.
- Acknowledge democratic principles and accept the consensus of the Niagara Catholic Parent Involvement Committee for recommendation to the Director's designate/Superintendent of Education.
- Focus discussions at Niagara Catholic Parent Involvement Committee meetings to those items that fall within the mandate of Niagara Catholic Parent Involvement Committee.
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- Bring questions or concerns to the attention of the Director's designate/Superintendent of Education through appropriate policies of the Board.
- Promote high standards of ethical practice within the NCPIC.
- Not accept any payment for their Niagara Catholic Parent Involvement Committee involvement.
- Refrain from making any negative statements about any individual or groups.
- Declare any conflict of interest.



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2013**

***PUBLIC SESSION***

**TOPIC: VIDEO SECURITY SURVEILLANCE POLICY (#701.3)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Video Security Surveillance Policy (#701.3), as presented.

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Prepared by: Scott Whitwell, Controller of Facilities Services  
Presented by: Scott Whitwell, Controller of Facilities Services  
Recommended by: Committee of the Whole  
Date: June 11, 2013

	<b>VIDEO SECURITY SURVEILLANCE POLICY</b>	Section:	700 – Building & Site
	<b>STATEMENT OF POLICY</b>	No:	701.3
		Adopted:	February 26, 2002
		Revised:	NIL

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board strives to maintain safe and secure learning environments for students, staff and community members involved in Board authorized programs.

The Niagara Catholic District School Board supports the use of video security surveillance systems at any facility owned by the Board, if deemed necessary to ensure the on-going safety of students, staff, community members and property. The implementation of video security surveillance systems requires the approval of the Director of Education.

Surveillance equipment will be located in public access areas of schools/buildings and/or in areas where there is a demonstrated need to protect students, staff, community members and Board-owned equipment and property. Any exterior surveillance equipment will be located to monitor Board property only, and not neighbourhood areas. It is intended that the surveillance equipment will be operational at all times throughout the day and night. Video security surveillance systems complement other means being used to promote and foster a safe and secure learning environment under the *Safe Schools Act*.

School principals, or their designates, will be responsible for the use of the system equipment and for the privacy obligations under the Municipal Freedom of Information and Protection of Privacy Act.

Board employees and service providers will have access to the personal information collected under the video surveillance program only where necessary in the performance of their duties, and where the access is necessary and proper in the discharge of the Board's functions.

The Board recognizes its obligations under the Municipal Freedom of Information and Protection of Privacy Act regarding the collection, retention, use, disclosure and disposal of personal information relating to video surveillance. Any questions relating to the Board's privacy obligations under the Act must be referred to the Board's Freedom of Information Coordinator.

The Niagara Catholic District School Board will maintain control of and responsibility for the video surveillance system at all times.

The Director of Education is responsible for the overall Board video security surveillance program.

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

### **References**

- *The Education Statutes and Regulations of Ontario*
- *The Municipal Freedom of Information and Protection of Privacy Act*
- *Information and Privacy Commissioner of Ontario: Guidelines for Using Video Surveillance Cameras in Schools – Revised July 2009*
- *The Safe Schools Act*

	<b>VIDEO SECURITY SURVEILLANCE POLICY</b>	Section:	700 – Building & Site
	<b>ADMINISTRATIVE GUIDELINES</b>	No:	701.3
		Adopted:	February 26, 2002
		Revised:	NIL

## DEFINITIONS

*Video Surveillance System* refers to a video, physical or other mechanical, electronic or digital surveillance system or device that enables continuous or periodic video recording, observing or monitoring of individuals in school buildings and on school premises. A video surveillance system includes an audio device, thermal imaging technology, or any other component associated with recording the image of an individual.

*Reception Equipment* refers to the equipment or device used to receive or record the personal information collected through a video surveillance system, including a camera or video monitor or any other video, audio, physical or other mechanical, electronic or digital device.

*Storage Device* refers to a computer disk or drive, CD ROM, computer chip or other device used to store the recorded data or visual, audio or other images captured by a video surveillance system.

## RESPONSIBILITIES

***Director of Education***

The Director of Education is responsible for the overall Board video security surveillance program.

***Controller of Facilities Services***

The Controller of Facilities Services is responsible for the development and review of the policy and supporting guidelines along with the technical aspects of the video security surveillance systems and the coordination of related audits.

***Manager of Corporate Services & Communications/Freedom of Information Coordinator***

The Manager of Corporate Services & Communications/Freedom of Information Coordinator is the staff member responsible for the Board's privacy obligations under the *Municipal Freedom of Information and Protection of Privacy Act* and privacy issues related to this policy.

***Manager of Facilities Services***

The Manager of Facilities Services is responsible for the life-cycle management of authorized video security surveillance systems (specifications, equipment standards, installation, maintenance, replacement, disposal, and related requirements (e.g. signage)) and Principal/Facility Manager/Delegate training at Board sites.

***Principal/Facility Manager***

The Principal/Facility Manager of a school/site having a video security surveillance system is responsible for the day-to-day operation of the system in accordance with the policy, guidelines, and direction/guidance that may be issued from time-to-time.

## *General*

Video security surveillance systems are a resource used by the Niagara Catholic District School Board at selected schools and sites within the Board's jurisdiction to promote the safety of students, staff, and community members. Where deployed for that purpose, these systems help to protect school property against theft or vandalism and can assist in the identification of intruders and of persons breaking the law.

In the event of a reported or observed incident, the review of recorded information may be used to assist in the investigation of the incident. These guidelines are not intended to deal with instances where school staff record a specific school event or an isolated instance where a classroom is recorded for educational or research purposes.

The guidelines do not apply to “covert surveillance” i.e. surveillance conducted by means of hidden devices, without notice to the individuals being monitored. Employees who knowingly or deliberately breach the policy or the provisions of the Municipal Freedom of Information and Protection of Privacy Act or other relevant statutes may be subject to discipline. Service providers who knowingly or deliberately breach the policy or the provisions of the Acts or other relevant statutes may be found to be in breach of the contract leading to penalties up to and including contract termination. Service contracts must be worded accordingly in order to permit such a process. Any agreements between the Board and service providers shall state that the records dealt with or created while delivering a video security surveillance program are under the Board's control and subject to the Acts.

## **CONSIDERATIONS FOR VIDEO SECURITY SURVEILLANCE SYSTEMS**

Before deciding if a school or facility warrants a video security surveillance system, the following will be taken into consideration:

- Whether less intrusive means of deterrence, such as increased monitoring by staff and after-hours security guard patrols, have been shown or are believed to be ineffective or unworkable.
- The history of incidents (e.g. intrusion, personal safety issues) occurring in the specific school/facility.
- The physical layout of the school/facility – does it permit ready access to unauthorized individuals?
- The effectiveness of a video security surveillance program in dealing with or preventing future incidents of the type that have already occurred or may occur.

Consultations should be conducted with relevant stakeholders as to the necessity of the proposed video security surveillance program at the school/facility.

## *Notification*

The Board is required to adhere to the notification requirements of the Municipal Freedom of Information and Protection of Privacy Act by prominently displaying signs at the entrances, exterior walls, and/or the interior of buildings having video security surveillance systems, indicating that video surveillance is in effect. Signage must include the legal authority for the collection of personal information; the principal purpose(s) for which the personal information is intended to be used and the title, business address and telephone number of someone who can answer questions about the collection.

## *Security and Storage*

Reception equipment and storage devices shall be in a strictly controlled access area.

### *Use of Recorded Video*

Only the Principal, Vice-Principal or designate may review the recorded video. Circumstances, which would warrant review, will normally be limited to an incident that has been reported/observed or to investigate a potential crime. Real-time viewing of monitors may be delegated by the Principal to a very limited number of individuals (e.g. a secretary, a special event security guard).

### *Retention of Recorded Information*

The retention period for information that has not been viewed for law enforcement, school or public safety purposes shall be twenty-eight (28) calendar days (four (4) weeks) for digital systems. Recorded information is to be routinely erased in a manner in which it cannot be reconstructed or retrieved.

When recorded information has been viewed for law enforcement, school, or public safety purposes the retention period shall be one (1) year from the date of viewing.

## **EVALUATING THE USE OF A VIDEO SURVEILLANCE SYSTEM**

Senior Administrative Council will regularly review and evaluate its video surveillance practice at each site.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2013**

***PUBLIC SESSION***

**TOPIC: DEATH BENEFIT POLICY (#201.5)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Death Benefit Policy (#201.5), as presented.

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Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources  
Presented by: Frank Iannantuono, Superintendent of Education/Human Resources  
Recommended by: Committee of the Whole  
Date: June 11, 2013



## DEATH BENEFIT POLICY

### STATEMENT OF POLICY

Section:	200 – Human Resources
No:	201.5
Adopted:	January 29, 2002
Revised:	NIL

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board and as a board which is grounded in the value of human dignity, we are a system which responds to the needs of our Catholic community and especially our employees. It is the policy of the Board that upon the death of an Employee, and if the employee is eligible for retirement gratuity at the date of death, the benefit will be paid to the deceased employee's estate as a death benefit, provided that:

- the employee has previously qualified for a retirement gratuity through his/her collective agreement or conditions of employment with the Board;
- the employee has not previously retired from the Board, and returned to employment with the Board in either a similar or different capacity;
- the employee has not already received a retirement gratuity from the Board.

The surviving spouse of the employee and/or eligible dependents shall be entitled to continued medical and dental benefit coverage in the Board's benefit plan for a period of one year following the date of death. The Board will assume 100% of the cost of the medical and dental premiums.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2013**

***PUBLIC SESSION***

**TOPIC: DEFERRED SALARY PLAN (X/Y) POLICY (#201.10)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Deferred Salary Plan (X/Y) Policy (#201.10), as presented.

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Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources  
Presented by: Frank Iannantuono, Superintendent of Education/Human Resources  
Recommended by: Committee of the Whole  
Date: June 11, 2013



	<b>DEFERRED SALARY PLAN (XIY) POLICY</b>	Section:	200 – Human Resources
	<b>STATEMENT OF POLICY</b>	No:	201.10
		Adopted:	March 26, 2002
		Revised:	NIL

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, it is the policy of the Board to support eligible Employees to participate in a deferred salary plan to provide for a self-funded leave of absence for personal and professional development purposes.

The granting of such leaves will be at the sole discretion of the Director of Education and/or designate.

The Director of Education will issue administrative guidelines for the implementation of this Policy.

#### References

- *Collective Agreements between the Niagara Catholic District School Board and OECTA*



# DEFERRED SALARY PLAN (XIY) POLICY

## ADMINISTRATIVE GUIDELINES

Section:	200 – Human Resources
No:	201.10
Adopted:	March 26, 2002
Revised:	NIL

### 1. ELIGIBILITY

- 1.1 For the purpose of this plan, "Employee" means anyone who is presently employed by the Niagara Catholic District School Board on a permanent full time or permanent part-time basis.
- 1.2 An Employee will be eligible according to their respective Collective Agreements and/or Terms and Conditions
- 1.3 Employees interested in participating in the "X" over "Y" Plan are advised that it is their responsibility to apprise themselves of any terms, conditions, or restrictions which may apply. For example, they should be aware of any income tax, pension plan, L.T.D. or benefit implications
- 1.4 The number of participants accepted into the plan on an annual basis shall normally not exceed 3% of eligible staff within any given year.

### 2. APPLICATIONS

- 2.1 Employees applying for this type of leave must make written application to the Superintendent of Human Resources at least six (6) months prior to the date the plan is to take effect (i.e. the date of the first salary deduction). In the case of the teachers an application must be filed no later than January 31 of the school year prior to the school year in which the Plan will commence.
- 2.2 In general, the expectation is that the "X" Over "Y" Leaves of Absences will coincide with the school year (e.g. elementary panel). At no time shall the leave of absence be less than six (6) consecutive months inclusive of July or August (e.g. one semester in the secondary panel).
- 2.3 The Board will grant leaves of absence of one (1) year to eligible employees on the basis of spreading the payment over the period of the leave.
- 2.4 An eligible employee shall not be permitted to transfer between plans.

### 3. APPROVAL PROCESS

- 3.1 The Superintendent of Human Resources shall, in a timely manner, consult with the employee's immediate supervisor prior to granting approval for the leave.
- 3.2 Written acceptance or refusal of the Employee's request will be sent to the Employee within three (3) months of receipt of the application and in the case of the teachers' written acceptance or denial of such application will be forwarded to the employee by May 1 of the school year prior to which the plan would commence.

- 3.3 If an employee decides not to return to the Board following a Financed Leave, the Board shall be notified as soon as possible of this decision and not later than April 1<sup>st</sup> of the year of the leave.
- 3.4 Approval of individual requests to participate in the Plan will be based on the terms of the Collective Agreements and /or Terms and Conditions.

#### 4. PAYMENT FORMULA

- 4.1 The Employee shall specify on the [application form](#) the percentage of salary to be deferred in each year of the leave. These amounts will be accumulated and the total amount deferred, along with any interest earned, shall be retained by the Board for payment to the Employee during the year of the leave. Interest shall accrue at the Board's consolidated rate of interest. The accrued interest shall be paid annually, as required by Revenue Canada.
- 4.2 All benefits for Employees will be maintained by the Board during the leave of absence.

However, the premium costs for all benefits for which the Employee is eligible must be repaid to the Board through payroll deductions. Any benefits tied to salary level shall be structured according to the percentage of actual salary paid, for example:

Year 1	Grid Salary	= \$40 000
	Salary Paid	= \$32 000
		(80% based on a 4/5 plan)

Insurable salary used for group life purposes = \$32 000 (80%)

#### 5. CONDITIONS

- 5.1 Subject to the approval of the, the Superintendent of Human Resources an Employee may take the leave of absence in the specified year of the Plan. However, the salary paid during the leave is restricted to the actual Employee contributions up to the commencement of the leave plus accrued interest. All amounts held for the Employee's benefit shall be paid to the Employee no later than the end of the first taxation year that commences after the end of the deferral period.
- 5.2 The amount of salary deferred by the Employee in a given year must not exceed one-third (33 1/3%) of the salary the Employee would have received in that year.
- 5.3 The leave of absence must start within six (6) years from the start of the salary deferrals.

#### 6. TERMS

- 6.1 Should an Employee voluntarily leave the employ of the Board before any financial obligation to the Board has been discharged, any monies outstanding shall be repaid prior to the effective date of termination.
- 6.2 Following the year of the Leave, the Employee shall return to duty with the Board for a period of at least one (1) school year.
- 6.3 Upon return from the leave of absence, an Employee will be assigned a position with the Board according to the terms and conditions of employment, prevailing contracts, Board Policies and Administrative Regulations. Subject to the surplus and redundancy provisions, if any, of the prevailing collective agreements, terms and conditions and other legally binding

terms of employment, Employees will be assigned to a comparable assignment, not necessarily the same location.

- 6.4 Upon return from the leave of absence, Principals, Vice Principals and Managers will retain their status, unless a change has been mutually determined. However, they may be assigned to a different location dependent upon system needs.
- 6.5 Sick leave credits will not accumulate during the period of leave.
- 6.6 The period of leave will count for seniority experience but not for salary increment.
- 6.7 Employees declared redundant or Employees who have been terminated, will be required to withdraw from the Plan and will be paid a lump sum adjustment for any monies deferred to the date of withdrawal, plus any interest earned.
- 6.8 Repayment shall be made within sixty (60) days of withdrawal from the Plan.
  - In the case of Employees where it is applicable, Pension Plan deductions are to be continued as provided by the Teachers' Pension Plan Act.
  - In the case of Employees not involved with the Teachers' Pension Plan, the terms and conditions of the respective pension plan shall apply.
- 6.9 Employees may withdraw from the Plan any time prior to six (6) months before the commencement of the leave. Upon withdrawal, any monies accumulated plus interest owed will be repaid to the Employee within sixty (60) days of notification of his/her intent to leave the Plan.
- 6.10 Should an Employee die while participating in the Plan, any monies accumulated plus interest owed at the time of death will be paid to the Employee's estate. Conversely, any monies plus interest owed to the Board at the time of death, shall be payable to the Board from the Employee's estate.
- 6.11 Employees wishing to participate in the Plan shall be required to sign forms of agreement supplied by the Board before final approval for participation will be granted.
- 6.12 Employees participating in the Plan are subject to all terms of the Board contract including the applicable surplus and redundancy clauses or other employer-Employee applicable contracts and/or agreements.
- 6.13 Employees participating in the X over Y Plan will be covered by Long Term Disability Insurance of the Board for any claim arising during the year of leave, provided the Employee has opted to pay his/her share of the premiums. In the case of the teachers' premiums for Long Term Disability Insurance will be deducted as it is a condition of employment.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2013**

***PUBLIC SESSION***

**TOPIC: LEADERSHIP PATHWAY POLICY (NEW)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve Leadership Pathway Policy, as presented.

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Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources  
Presented by: Frank Iannantuono, Superintendent of Education/Human Resources  
Recommended by: Committee of the Whole  
Date: June 11, 2013



In keeping with the Mission, Vision and Values of the Niagara District School Board, professional development programs will continue to be developed and made available to all Niagara Catholic staff who aspire to leadership position at the school and system levels within the Board.

While specific qualifications are required by the Education Act, Niagara Catholic requires staff aspiring to leadership positions, to have additional qualifications that focus on faith, Catholicity, and enhanced experiences.

The additional qualifications are critical to fulfilling the mandate of the Board, to ensuring the continued strength and growth of its Catholic identity, and to nurturing the faith development of its students and staff.

Niagara Catholic's Leadership Programs provide leadership tools that allow participants to build on and enhance their current skills, acquire new skills as well as focus on the gift of Catholic education while deepening their own faith journeys.

It is expected that staff who participate in Niagara Catholic Leadership Programs will, on completion, have the tools to be dynamic, passionate and skilled leaders who as Catholic leaders will focus their vocation and service on the success of all students and staff.

The Director of Education has established a Leadership Succession Program Guide that will serve to support the implementation of this Policy.

**References:**

- [Education Act R.S.O. 1990, Chapter E.2](#)
- [Institute for Education Leadership \(IEL\)](#)
- [Ontario Catholic Leadership Framework](#)
- [Niagara Catholic District School Board Mission, Beliefs and Values](#)
- [Niagara Catholic Leadership Succession Resource Guide \(School & System Level\)](#)
- **Board Policies:**
  - [Religious Education Courses for Staff \(201.3\)](#)
  - [Catholic Leadership: Principal and Vice-Principal Selection \(202.2\)](#)

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2013**

***PUBLIC SESSION***

**TOPIC: LARKIN ESTATE ADMISSION AWARDS 2013-2014**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the payment of \$5,375.00 for the Larkin Estate Admission Awards 2013-2014 per eligible student, as presented.

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Prepared by: Mark Lefebvre, Superintendent of Education  
Presented by: Mark Lefebvre, Superintendent of Education  
Recommended by: Committee of the Whole  
Date: June 18, 2013



## **REPORT TO THE COMMITTEE OF THE WHOLE MEETING JUNE 11, 2013**

### **LARKIN ESTATE ADMISSION AWARDS 2013-2014**

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#### **BACKGROUND INFORMATION**

The Larkin Estate Admission Awards are administered by the Board of Trustees of the Niagara Catholic District School Board. Funding for the awards comes from a bequest from the estate of Maria Eveleen Larkin and Aimee Theresa Larkin. These awards have been administered annually since 1969 by the Board of Trustees of the former Lincoln County R.C.S.S. Board

As of April 30, 2013 the undistributed earnings and the balance of the scholarship fund amounted to \$5,233.53 with projected interest in the amount of \$4,398.00 at the end of 2013. According to the terms of the bequest, the undistributed earnings may be paid to eligible students who are approved by the Board.

The Larkin Estate Admission Award is available to graduates of a Catholic high school situated in the jurisdiction of the Niagara Catholic District School Board. Candidates must be enrolled in St. Michael's College, University of Toronto, or a school of nursing, social service work or a college or university offering such course. Applications have been reviewed and a list of qualifying candidates has been prepared, as noted on Appendix A (New Applicants).

The applicants have been made aware that they must provide proof that they have registered in the eligible courses and/or school in order to receive the award. This proof is in the form of an official letter from the registrar of either St. Michael's College or a school of nursing, social service work or a college or university offering such course. Candidates are also obliged to submit evidence of successful completion of their year's study in order to qualify for a renewal of the award. (Appendix B- Renewal Applicants)

#### **RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the payment of \$5,375.00 for the Larkin Estate Admission Awards 2013-2014 per eligible student, as presented.

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintendent of Education

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

Date: June 11, 2013



## APPENDIX A

### LARKIN ESTATE AWARDS 2013-2014 New Applicants May 2013

Name	Amount to be Paid	Degree/Diploma	Graduate of
Benincasa, Bianca Francesca	\$125.00	Criminology/ Social Sciences	Lakeshore
DellaSmirra, Melissa	\$125.00	Nursing	Notre Dame
Hamilton, Olivia Sarah	\$125.00	Nursing	Denis Morris
Innamorati, Selena	\$125.00	Nursing	Holy Cross
Russell, Elizabeth	\$125.00	Nursing	Notre Dame
Terryberry, Jessica Lynn	\$125.00	Nursing	Blessed Trinity
Welsh, Maranda Ellen	\$125.00	Nursing	Notre Dame
<b>TOTAL</b>	<b>\$875.00</b>		

## APPENDIX B

### LARKIN ESTATE AWARDS 2013-2014 Renewal Applicants (Eligible To Re-apply)

Applicant Name & College or University	Year	Amount to be paid	Degree/Diploma	Graduate of
Laura Bilodeau Loyalist College	2	\$125.00	Practical Nursing	Saint Paul Catholic High School
Cassandra Frketich Seneca College	2	\$125.00	Bachelor of Science – Nursing	Blessed Trinity Catholic Secondary School
Carlo Mauricio Brock University	2	\$125.00	Bachelor of Science in Nursing	Notre Dame College School
Aryn Richardson McMaster University	2	\$125.00	Bachelor of Science – Nursing (BScN)	Denis Morris Catholic High School
Ashley Litalien Niagara College	3	\$250.00	Nursing	Notre Dame College School
Alysha Ducharme Niagara College	3	\$250.00	Social Service Worker	Notre Dame College School
Melaney Turner McMaster University	3	\$250.00	Nursing - BScN	Notre Dame College School
Michael Favero McMaster University	3	\$250.00	Nursing (BScN)	Denis Morris Catholic High School
Amanda Lafleur Niagara College	4	\$500.00	Child and Youth Worker	Notre Dame College School
Hilary Nolle McMaster University	4	\$500.00	Nursing	Notre Dame College School
Samantha Symonds Western University	4	\$500.00	Social Science (Linguistics)	Notre Dame College School
Erika Rogers Brock University	4	\$500.00	Nursing – B. SC.	Notre Dame College School
Olivia Hunter Trent University	4	\$500.00	Nursing	Notre Dame College School
Ashley Cascanette McMaster University	4	\$500.00	Nursing – B. SC.	Blessed Trinity Catholic Secondary School
<b>TOTAL</b>		<b>\$4500.00</b>		

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2013**

***PUBLIC SESSION***

**TOPIC: ADDITION AND ALTERATIONS TO SAINT MICHAEL  
CATHOLIC HIGH SCHOOL – AWARD OF CONSTRUCTION  
CONTRACT**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the award of a construction contract to Brouwer Construction (1981) Ltd. for the addition and alterations to Saint Michael Catholic High School.

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Prepared by: Scott Whitwell, Controller of Facilities Services  
Presented by: Scott Whitwell, Controller of Facilities Services  
Recommended by: Committee of the Whole  
Date: June 18, 2013



**REPORT TO THE COMMITTEE OF THE WHOLE MEETING  
JUNE 11, 2013**

**ADDITION AND ALTERATIONS TO SAINT MICHAEL CATHOLIC  
HIGH SCHOOL – AWARD OF CONSTRUCTION CONTRACT**

**BACKGROUND INFORMATION**

In compliance with the Purchasing/Supply Chain Management Policy, tenders were opened on Tuesday, June 4, 2013 for the addition and alterations to Saint Michael Catholic High School per the drawings and specifications prepared by Raimondo + Associates Architects Inc. The results of the tender were as follows:

CONTRACTOR	BID PRICE
Brouwer Construction (1981) Ltd.	\$ 4,696,000
Manorcore Group Inc.	\$ 5, 422,000
Merit Contractors	\$ 4,799,000
T.R. Hinan Contractors	\$ 4,950,000

**PROJECT SCOPE**

This project incorporates a new addition and alterations to the existing building including 8 standard classrooms, 1 hospitality classroom, 1 science classroom, 2 renovated computer classrooms, a weight room, an exercise room, a kitchen/servery, 1 music room, an expanded transportation technology area and 2 outdoor storage areas.

The areas highlighted in blue on the attached plans comprise the scope of work for this project.

**TOTAL PROJECT COST**

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

Given the indicated Contract Price of \$ 4,696,000, the total project cost is:

Construction Cost	\$ 4, 696,000
Net HST	\$ 101,434
Consultant Fees and Disbursements	\$ 527,717
Furniture and Equipment	\$ 191,919
Other Project Costs	\$ 649,915
<b>TOTAL</b>	<b>\$ 6,166,985</b>

## FUNDING

Funding for the project would be from the following sources:

APPROVED MINISTRY FUNDING	
Capital Priorities	\$ 5,527,880
Facility Renewal	\$ 639,105
TOTAL	\$ 6,166,985

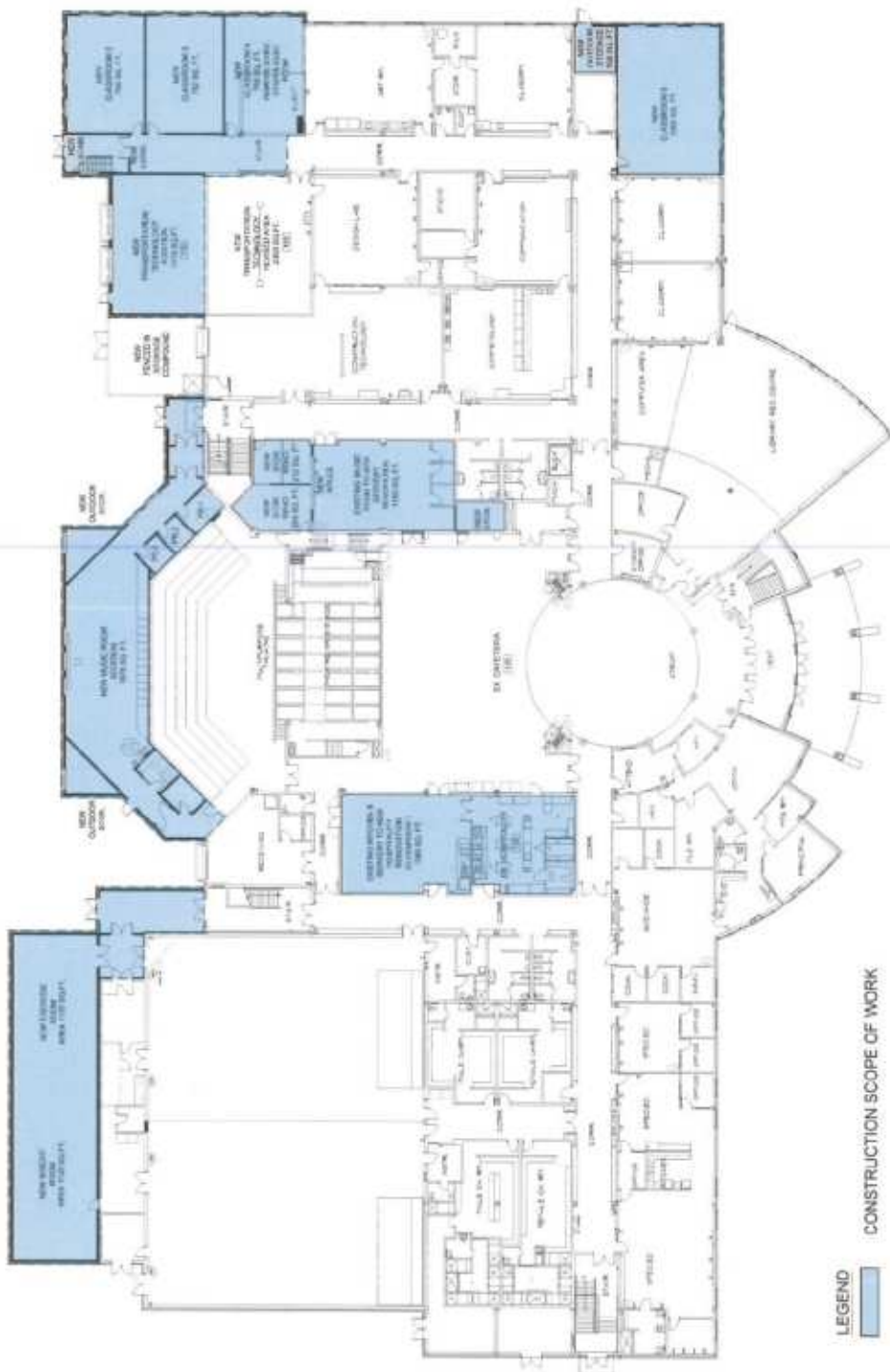
## RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the award of a construction contract to Brouwer Construction (1981) Ltd. for the addition and alterations to Saint Michael Catholic High School.

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PREPARED BY: Scott Whitwell, Controller of Facilities Services  
PRESENTED BY: Scott Whitwell, Controller of Facilities Services  
RECOMMENDED BY: John Crocco, Director of Education /Secretary Treasurer  
DATE: June 11, 2013

DRAWN BY:	BWA
DATE:	JUNE 2013
SCALE:	N.T.S.
PROJECT NO.:	11-135
CHECKED:	ER
REV. DATE:	
PURPOSE:	

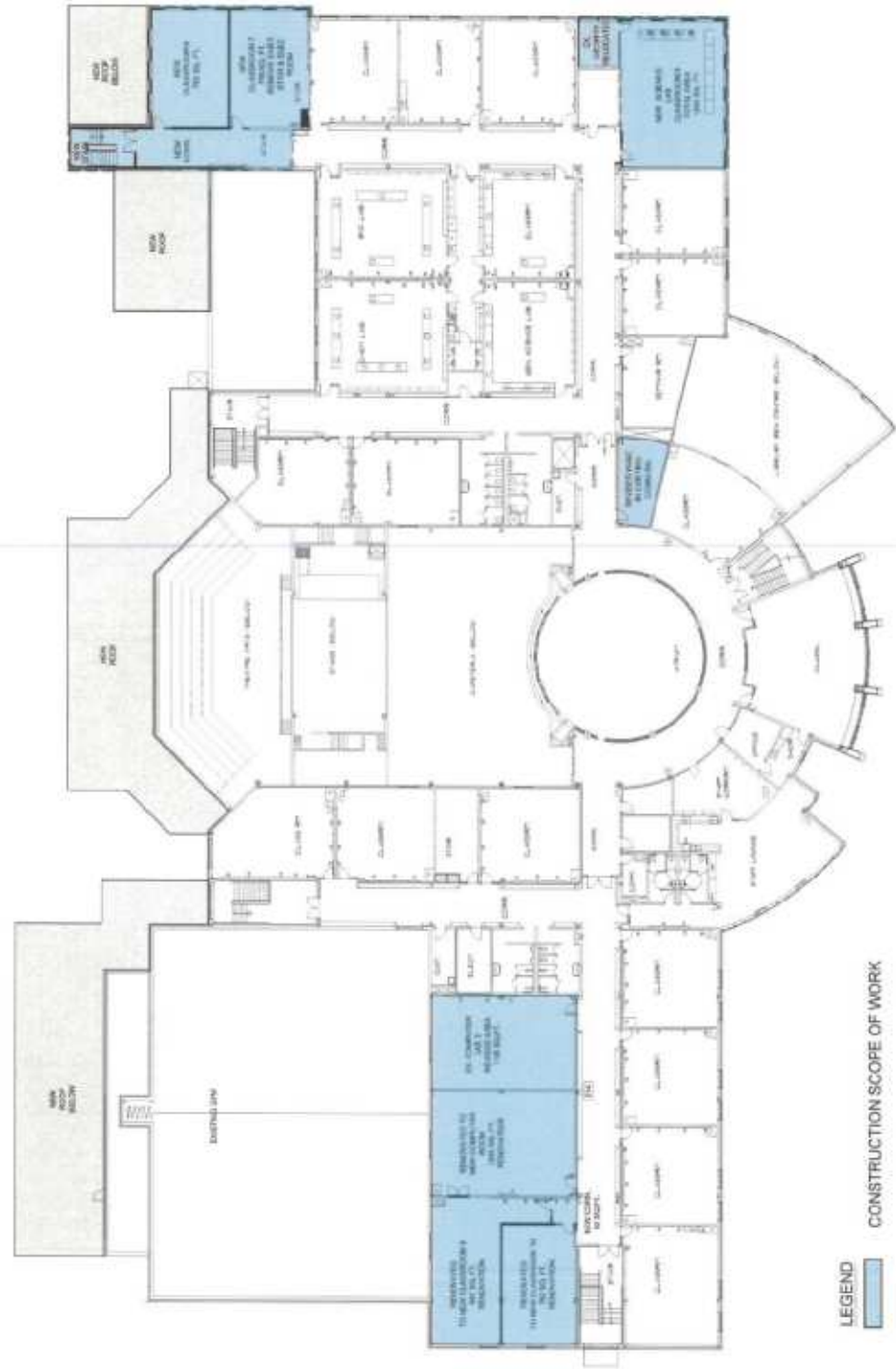


LEGEND

■ CONSTRUCTION SCOPE OF WORK

□ EXISTING SCHOOL UNALTERED

DRAWN BY:	BWA
DATE:	JUNE 2013
SCALE:	N.T.S.
PROJECT NO.:	11-135
CHECKED:	ER
REV. DATE:	
PURPOSE:	



- LEGEND**
- CONSTRUCTION SCOPE OF WORK
  - NEW ROOF OVER NEW ADDITIONS
  - EXISTING SCHOOL UNALTERED

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2013**

***PUBLIC SESSION***

**TOPIC: REPORT ON THE 2013-2014 ANNUAL BUDGET**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Report on the 2013-2014 Annual Budget, as presented.

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Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Senior Administration Council

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

Recommended by: Committee of the Whole

Date: June 18, 2013





## **REPORT TO THE COMMITTEE OF THE WHOLE MEETING JUNE 11, 2013**

### **REPORT ON THE 2013-2014 ANNUAL BUDGET**

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#### **BACKGROUND INFORMATION**

On March 27, 2013, the Ministry of Education, announced the education funding for the 2013-2014 school year. The announcement indicated that education funding for 2013-2014, through the Grants for Student Needs (GSN), would be held stable at almost \$21 Billion and that the Early Learning Program, which is funded outside the GSN, would continue to be phased-in as originally planned.

In order to deal with the projected Provincial Deficit, the Ontario Government found it necessary to freeze all salaries in the Education Sector for two (2) years at the level paid as at August 31, 2012, without additional increases for qualification, experience and cost of living. To achieve this objective, the Ministry of Education issued a set of parameters, which were designed to form the basis for the negotiations with the various employee groups in the Education Sector.

In addition to the freeze of funding for all salaries and wages, the Ontario Government has found it necessary to continue the constraint measures for some expenditure envelopes, including board administration, textbooks and learning materials, computers, professional development and transportation.

The 2013-2014 Grants for Student Needs (GSN) do not include funding for increases in benefits and other operating expenditures. This means that school boards will have to fund these increases with corresponding reductions in expenditures in other envelopes.

It is important to note that average daily enrolment is projected to decrease by approximately 400 students for the 2013-2014 academic school year. This decrease in enrolment will result in a reduction of the GSN funding, which must be partially offset by a proportional reduction in expenditures.

Based on the foregoing funding information, Senior Administrative Council have held numerous meetings to review the 2013-2014 Budget requests submitted by staff, as we designed the Budget with the goal to align 2013-2014 Budget Expenditures to a level that would match the Budget Revenue available to the Board.

Senior Administrative Council has now completed the design of the 2013-2014 Budget, including the deployment of staff and the allocation of resources to the schools and departments of the Board. The 2013-2014 Budget is in alignment to achieve the Board approved Strategic Directions System Priorities 2013-2014 (Appendix A) to attain the expectations of Niagara Catholic's Vision 2020 Strategic Plan.

The Director of Education and members of Senior Administrative Council are pleased to present a proposed Annual Budget for the 2013-2014 school year, which is balanced without the transfer of funds from the reserves. The proposed Annual Budget includes Operating Expenditures amounting to \$252,877,171.

Trustees are to note that this 2013-2014 annual Board Budget does not include the associated costs to implement the Supplemental Memorandum of Understanding signed between the Ministry of Education and OECTA. Once these costs have been established and verified we will be petitioning the Ministry of Education to cover these expenditures without Niagara Catholic utilizing funds allocated for programs and services. Senior Administration will continue to keep the Board informed as to these costs and the discussions with the Ministry of Education.

For the review of the Trustees, we enclose the following information:

**APPENDIX A**  
Strategic Directions System Priorities 2013-2014

**APPENDIX B**  
Summary of Revenue & Expenditures & Key Budget Factors

**APPENDIX C**  
Analysis of Funding Allocations

**APPENDIX D**  
Analysis of Expenditures by Department

We take this opportunity to thank all the members of Board staff, who have been involved in the preparation of the 2013-2014 Annual Budget.

### RECOMMENDATION

THAT the Committee of the Whole recommends that the Niagara Catholic District School Board approve the Report on the 2013-2014 Annual Budget, as presented.

Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Senior Administration Council

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

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

Date: June 11, 2013



**NIAGARA CATHOLIC STRATEGIC DIRECTIONS  
SYSTEM PRIORITIES 2013-2014**

***STRATEGIC DIRECTIONS***

***Build Strong Catholic Identity and Community to Nurture the Distinctiveness of Catholic Education***

- To enhance our distinctive Catholic educational system by implementing the second year of the Niagara Catholic Faith Formation program, *Growing in Wisdom to Worship and Witness*.
- To conduct a Niagara Catholic elementary and secondary Student Conference 2014 focusing on the theme of *Growing in Wisdom to Worship*.
- To enhance social justice experiences and global citizenship for elementary and secondary students and staff through local, national and international experiences.

***Advance Student Achievement for All***

- To support all students who are six years of age in the development of literacy skills, particularly in learning to read.
- To consolidate an inquiry based model of teaching and learning in all elementary and secondary schools.
- To enhance language acquisition for elementary and secondary students through the expansion of French Immersion at designated sites and specific international languages to meet the needs of students.
- To implement a Niagara Catholic High Performance Academic Support Program for identified students which supports their training, competition and academic pathway with the excellence of Catholic education.
- To implement a Niagara Catholic Secondary School to provide alternative Catholic education to students through a variety of individualized programming models to achieve student success.
- To support the system implementation of the Ministry of Education “Growing Success Assessment, Evaluation and Reporting in Ontario Schools” and the Niagara Catholic Assessment, Evaluation Reporting and Homework Policy for all schools in the Board.
- To advance student achievement with Ministry of Education, Board and School teaching and learning initiatives on the Provincial EQAO Primary and Junior Assessments, the EQAO Secondary Mathematics Assessment, the Ontario Secondary School Literacy Test (OSSLT) and classroom assessments to close the achievement gap for all students.
- To design specific initiatives to exceed the provincial target of 85% graduation rate of 2013-2014 Grade 12 students.
- To advance student achievement, through the development and implementation of the Board Improvement Plan for Student Achievement (BIPSA), and School Improvement Plans (SIP), for every elementary and secondary school focusing on the pillars of Catholic Faith, Community and Culture, Literacy, Numeracy, and Pathways in all schools.

## ***ENABLING STRATEGIES***

### ***Provide Supports for Success***

- To conduct a review of the Niagara Catholic Special Education Delivery Model to continue to ensure that all students who are most in need receive timely and appropriate supports.
- To implement the Mental Health and Addictions Nurses program in cooperation with the Hamilton Niagara Haldimand Brant Community Care Access Centre to address the need for increased supports for child and youth mental health.
- To facilitate training and certification opportunities for Board and school personnel in the area of suicide awareness and prevention as part of the Niagara Catholic Mental Health and Addictions Plan.
- To promote and design programs and supports for healthy lifestyles of students and staff.

### ***Enhance Technology for Optimal Learning***

- To implement the second year of the digital transformation of the Board approved Niagara Catholic Blueprint for Technology Plan.
- To deploy system coaches to train and mentor staff on new technology and software to improve student achievement.
- To enhance software and hardware technology resources for the delivery of special education programs and services in all schools.
- To research and select a student achievement software program.
- To upgrade the technology infrastructure at the Niagara Catholic Data Centre.
- To design and implement a Technology Training Program for all staff.
- To design and implement a Niagara Catholic Technology Team that will install and repair technology hardware in all schools and Board sites.

### ***Building Partnerships and Schools as Hubs***

- To build capacity with Trustees, the Diocese of St. Catharines, Parishes, administrators, staff, Student Senate, Special Education Advisory Committee, Niagara Catholic Parent Involvement Committee, Catholic School Councils and parents/guardians by providing current information and regular opportunities for continued dialogue on Catholic education for all students in the Niagara Catholic District School Board.
- To develop and implement programs through the engagement of community groups and the community use of schools program to address the needs of children and families including nutrition, physical activity and literacy.
- To expand educational-based research projects in the Board, by sharing current research and by extending research partnerships with outside agencies.

### ***Strengthen Human Resource Practices and Develop Transformational Leadership***

- To develop and implement the third year of the Niagara Catholic Human Resources Certificate Program for all Principals, Vice-Principals and Senior Administrators.
- To develop a web-based application which will provide elementary and secondary student enrolment to be accessed in real time.
- To develop Administrative Guidelines for the hiring and selection process of non-teaching staff in alignment with the Employee Hiring and Selection Policy.

### ***Create Equity and Accessibility of Resources***

- To monitor and address the compliance requirements that support the removal of barriers to individuals with disabilities in Board facilities as identified in the 2012-2017 Niagara Catholic Accessibility Plan and the Integrated Accessibility Standards Regulation.

- To implement the strategies supporting equity, diversity and accessibility as identified under Catholic Faith, Community and Culture within the 2013-2014 Board Improvement Plan for Student Achievement.

#### ***Ensure Responsible Fiscal and Operational Management***

- To comply with Ministry of Education requirements for fiscal financial management by presenting to the Board a balanced budget for 2013-2014.
- To consolidate key risks and mitigate budget factors into a single risk plan in connection with the annual budget for 2013-2014.
- To establish an integrated decision-making structure that supports responsive and responsible allocation of Ministry of Education resources.
- To foster a strong accountability framework that effectively aligns resources to support learning initiatives for all.
- To design a process to provide timely, relevant and reliable financial information that supports effective decision-making at both the school and system level.
- To achieve the goal of 100% certification of all elementary and secondary schools in the Provincial EcoSchool Program.
- To initiate a comprehensive plan for school ground greening initiatives in all elementary and secondary schools as part of our Green Niagara Catholic Program.
- To develop and implement a Niagara Catholic Energy Saving Program to reduce energy consumption as part of our Green Niagara Catholic Program.
- To design a revised Emergency Response Plan for all schools and Board sites.

#### ***Address Changing Demographics***

- To monitor, report and make recommendations through stakeholder consultation, a comprehensive plan which incorporates changing enrolment, school capacity, attendance area boundaries and accommodation data by June 2014.



**NIAGARA CATHOLIC**  
DISTRICT SCHOOL BOARD

# **ANNUAL BUDGET**

**Summary of  
Revenue & Expenditures  
and Key Budget Factors**

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2013-14 ANNUAL BUDGET**

**Total Budget Revenue & Expenditures**

	<u>Revised Budget 2012-13</u>	<u>Annual Budget 2013-14</u>	<u>Increase (Decrease)</u>	<u>Comments</u>
<b>Budget Revenue</b>				
Total Operating Funding & Other Rev.	236,883,813	238,652,769	1,768,956	
Total Capital Funding & Other Rev.	12,997,353	14,224,402	1,227,049	
Funds transferred from Accumulated Surplus	1,899,540	-	1,899,540	
<b>Total Budget Revenue</b>	<b>251,780,706</b>	<b>252,877,171</b>	<b>1,096,465</b>	
<b>Budget Expenditures</b>				
Total Operating Expenditures	237,604,568	238,911,759	1,307,191	
Total Capital & Other Expenditures	14,176,138	13,965,412	(210,726)	
Amount Required to Balance	0	0	-	
<b>Total Budget Expenditures</b>	<b>251,780,706</b>	<b>252,877,171</b>	<b>(1,096,465)</b>	
<b>Total Budget Surplus (Deficit)</b>	<b>0</b>	<b>0</b>	<b>0</b>	

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2013-14 ANNUAL BUDGET

Projected Student Enrolment

	Revised Budget 2012-13	Annual Budget 2013-14	Increase (Decrease)	Comments
Elementary Enrolment - ADE	13,706	13,623	(83)	The ADE enrolment is projected to decrease
Secondary Enrolment - ADE	7,760	7,443	(317)	The ADE enrolment is projected to decrease
<b>Total Board Enrolment - ADE</b>	<b>21,466</b>	<b>21,066</b>	<b>(400)</b>	
Continuing Education - ADE	524	462	(62)	
Summer School Enrolment - ADE	108	129	21	
Non-Credit ESL Programs - ADE	472	406	(66)	
<b>Total Cont. Ed. Enrolment - ADE</b>	<b>1,104</b>	<b>997</b>	<b>(107)</b>	

Average Daily Enrolment (ADE) continues to be a major factor in the calculation of the Funding Allocations for all school boards.

Under the Regulations, the calculation of Average Daily Enrolment for the school year is to be based on the number of students enrolled in our schools on two specific dates: OCTOBER 31 and MARCH 31.  
 - The number of students enrolled on those dates is to be weighted at 50% for each date.  
 - The number of students enrolled in JK & SK is to be counted as half-time.

ADE for Adult & Continuing Education programs is to be calculated using the same methods and parameters, as outlined in the regulations, as in prior years.



Projected School Staffing

	Revised Budget 2012-13	Annual Budget 2013-14	Increase (Decrease)	Comments
Total Elementary School Teachers	896	905	9	FDLK and French Immersion
Total Secondary School Teachers	530	518	(12)	Decline in Enrolment
<b>Total Board School Teachers</b>	<b>1,426</b>	<b>1,423</b>	<b>(3)</b>	

**Average Class Size - Elementary**      **23.5 : 1**      **23.5 : 1**

Under the Regulations,  
- The Maximum Average Class Size for JK, SK and Grades 1, 2 & 3 is 20 : 1.  
and the Maximum Average Class Size for Grades 4 to 8 is expected to decrease to 24.5:1

**Average Class Size - Secondary**      **22.0 : 1**      **22.0 : 1**

Under the Regulations,  
- Under the Regulations, the Maximum Average Class Size for all Secondary School Grades is 21 : 1.  
However, school boards may adjust the Maximum Average Class Size up to 22 : 1  
- The Board has approved a special motion to increase the Maximum Average Class Size up to 22: 1.



**NIAGARA CATHOLIC**  
DISTRICT SCHOOL BOARD

# **ANNUAL BUDGET**

## **Analysis of Funding Allocations**

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2013-14 ANNUAL BUDGET

Analysis of Funding Allocations & Budget Restrictions  
Budget Revenue

	Revised Budget 2012-13	Annual Budget 2013-14	Increase (Decrease)	Comments on Major Changes
Education Taxes	45,703,242	45,007,393	(695,849)	Adjusted Revenue
Education Grants	190,828,477	188,859,143	(1,969,334)	Declining Enrolment
	-----	-----	-----	
Total Funding Allocations	236,531,719	233,866,536	(2,665,183)	For details relating to changes in funding allocations, see page 4
Adult & Cont. Education Other Revenue	3,589,779	3,625,968	36,189	
Other Operating Grants (EPO)	8,270,000	13,796,667	5,526,667	Increase is mainly due to additional EPO grants for ELKP Program
Other Miscellaneous Revenue	793,668	825,000	31,332	
Tuition Fees - Elementary & Secondary	696,000	763,000	67,000	
Funds transferred from Accumulated Surplus	1,899,540	-	(1,899,540)	
	-----	-----	-----	
<b>Total Budget Revenue</b>	<b>251,780,706</b>	<b>252,877,171</b>	<b>1,096,466</b>	

Analysis of Funding Allocations & Budget Restrictions  
Budget Expenditures

	Revised Budget 2012-13	Annual Budget 2013-14	Increase (Decrease)	Comments on Major Changes
Salary & Wages	178,091,108	180,756,108	2,665,000	FDLK and French Immersion
Employee Benefits	27,772,095	27,023,382	(748,713)	Corrected allocation
Professional Development	675,000	603,150	(71,850)	
Supplies & Services	16,624,937	17,264,006	639,069	Reallocation
Furniture & Equipment	2,107,106	1,430,995	(676,111)	Reallocation
Facility Renewal	624,666	624,666		
Depreciation & Amortization	8,996,553	9,120,304	123,751	
Interest on Capital Debt	4,437,432	4,102,555	(334,877)	
Fees & Contracts	11,163,828	10,900,946	(262,882)	
Other Expenditures	647,487	117,487	(530,000)	
Amortization of Future Benefits	640,494	933,572	293,078	
<b>Total Budget Expenditures</b>	<b>251,780,706</b>	<b>252,877,171</b>	<b>1,096,465</b>	

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2013-14 ANNUAL BUDGET**

**Analysis of Funding Allocations & Budget Restrictions  
Education Taxes**

	Revised Budget 2012-13	Annual Budget 2013-14	Increase (Decrease)	Comments on Major Changes
<b>Share of Taxes (September to December)</b>				
38% of Residential & Farm Taxes	6,374,531	6,530,500	155,969	
38% of Industrial & Commercial Taxes	11,241,797	11,444,228	202,431	
38% of Payments in Lieu Of Taxes	14,139	21,842	7,703	
<b>Subtotal</b>	<b>17,630,466</b>	<b>17,996,569</b>	<b>366,103</b>	
<b>Share of Taxes (January to August)</b>				
62% of Residential & Farm Taxes	10,400,551	10,655,026	254,475	
62% of Industrial & Commercial Taxes	18,341,878	18,672,161	330,283	
62% of Payments in Lieu Of Taxes	23,068	35,636	12,568	
<b>Subtotal</b>	<b>28,765,497</b>	<b>29,362,824</b>	<b>597,326</b>	
<b>Add: Estimated Supplementary Taxes</b>	<b>751,479</b>	<b>522,000</b>	<b>(229,479)</b>	
<b>Less: Estimated Tax Write-Offs</b>	<b>-1,444,201</b>	<b>-2,874,000</b>	<b>(1,429,799)</b>	
<b>Total Education Taxes for the Year</b>	<b>45,703,242</b>	<b>45,007,393</b>	<b>(695,849)</b>	

Analysis of Funding Allocations & Budget Restrictions  
Education Grants - Funding Allocations

	Revised Budget 2012-13	Annual Budget 2013-14	Increase (Decrease)	Comments on Major Changes
<b>Foundation Grants</b>				
Pupil Foundation Grants	113,135,016	109,623,818	(3,511,198)	Decrease is mainly due to changes in enrollment
School Foundation Grants	16,358,884	16,029,232	(329,652)	Decrease is mainly due to changes in enrollment
<b>Subtotal - Foundation Grants</b>	<b>129,493,900</b>	<b>125,653,050</b>	<b>3,840,850</b>	
<b>Special Purpose Grants</b>				
Special Education:	26,787,638	26,466,089	(321,549)	Decrease is mainly due to changes in enrollment
Language - ESL & FSL	3,734,862	3,742,067	7,205	Decrease is mainly due to changes in enrollment
Learning Opportunities	3,347,892	3,018,737	(329,155)	Decrease is mainly due to changes in enrollment
Adult Education	2,174,775	2,493,253	318,478	Decrease is mainly due to changes in enrollment
Teacher Compensation	17,896,730	19,361,401	1,464,671	Increase is mainly due to changes in teacher grid placements
Transportation	10,464,647	10,423,257	(41,390)	Decrease is mainly due to changes in enrollment
Board Administration	5,970,288	5,943,028	(27,260)	Decrease is mainly due to changes in enrollment
School Operations	20,571,806	20,225,261	(346,545)	Decrease is mainly due to changes in enrollment
Declining Enrollment	1,741,339	1,513,692	(227,647)	Decrease is mainly due to changes in enrollment
First Nation Supplemental	237,461	233,264	(4,197)	Increase is mainly due to changes in enrollment
Safe Schools	396,962	388,757	(8,205)	Decrease is mainly due to changes in enrollment
Community Use of School	237,461	292,509	55,048	
Non-Operating Expenditures	117,487	117,487	-	
<b>Subtotal - Special Purpose Grants</b>	<b>93,679,348</b>	<b>94,218,802</b>	<b>539,454</b>	
<b>Subtotal - Total Operating Grants</b>	<b>223,173,248</b>	<b>219,871,852</b>	<b>3,301,396</b>	
Less: Current Year Deferred Amount	-	-	-	
<b>Capital Grants</b>	<b>223,173,248</b>	<b>219,871,852</b>	<b>3,301,396</b>	
School Facilities Renewal	624,666	757,181	132,515	No significant changes in this envelope
Interest on Capital Debt	4,437,432	4,117,199	(320,233)	No Change
Depreciation & Amortization	8,296,373	9,120,304	823,931	Increase is mainly due to the completion of additional capital projects
Other Capital Expenditures	0	0	-	
<b>Subtotal - Capital Grants</b>	<b>13,358,471</b>	<b>13,994,684</b>	<b>636,213</b>	
<b>Total Funding Allocations</b>	<b>236,531,719</b>	<b>233,866,536</b>	<b>(2,665,183)</b>	

Analysis of Funding Allocations & Budget Restrictions  
Funding Lines - Net Revenue & Net Expenditures

	ANNUAL BUDGET 2013-14		
	Net Revenue 2013-14	Net Expenditures 2013-14	Variance 2013-14
<b>Classroom</b>			
Classroom Teachers	132,850,981	132,950,146	(99,165)
Occasional / Supply Teachers	3,960,836	4,207,642	(246,806)
Educational Assistants & Early Childhood Educators	21,133,147	21,180,833	(47,686)
Textbooks, Learning Materials & Equip.	6,937,891	6,965,681	(27,790)
Classroom Computers	1,417,501	1,611,817	(194,316)
Professionals & Paraprofessionals	6,246,644	5,960,964	285,680
Library & Guidance	5,411,309	5,225,854	185,455
Staff Development	390,000	371,550	18,450
Program Chairs	375,090	376,934	(1,844)
Adjustment for Minor Tangible Capital Assets	-	-	-
	<u>178,723,399</u>	<u>178,851,421</u>	<u>(128,022)</u>
<b>Non-Classroom</b>			
Principals, Vice-Principals	10,617,697	10,644,909	(27,212)
School Office Administration	4,885,999	4,902,547	(16,548)
Coordinators & Consultants	2,124,804	2,134,127	(9,323)
Board Administration	6,418,028	6,810,166	(392,138)
Operations & Maintenance - Schools	20,255,791	20,305,685	(49,894)
Continuing Education, Summer School	5,515,576	5,534,701	(19,125)
Pupil Transportation	10,370,465	9,728,203	642,262
	<u>60,188,360</u>	<u>60,060,338</u>	<u>128,022</u>
	238,911,759	238,911,759	-
<b>Capital &amp; Other</b>			
School Facilities Renewal	624,666	624,666	-
Interest on Capital Debt	4,102,955	4,102,955	-
Depreciation & Amortization	9,120,304	9,120,304	-
Non-Operating Expenditures	117,487	117,487	-
	<u>13,965,412</u>	<u>13,965,412</u>	<u>0</u>
<b>Total</b>	<u>252,877,171</u>	<u>252,877,171</u>	<u>0</u>

Analysis of Funding Allocations & Budget Restrictions  
Budget Restrictions on Special Education Funding Envelope

	Revised Budget 2012-13	Annual Budget 2013-14	Increase (Decrease)	Comments on Major Changes
<b>Special Education Funding Allocations</b>				
SEPPA Grants - Elementary JK - Gr 3	5,468,237	5,406,715	(61,522)	
SEPPA Grants - Elementary Gr 4 - 8	5,605,233	5,562,269	(42,964)	
SEPPA Grants - Secondary 9 - 12	3,670,077	3,519,944	(150,133)	
Approved Specialized Equipment - Elementary	432,375	441,085	8,710	
Approved Specialized Equipment - Secondary	238,174	238,777	603	
High Needs Amount (HNA) - Elementary	6,133,367	8,250,000	2,116,633	Reallocation
High Needs Amount (HNA) - Secondary	4,226,423	2,050,000	(2,196,423)	Reallocation
Measures of Variability Amount (MOV) - Elementary	500,000	500,000	-	
Measures of Variability Amount (MOV) - Secondary	283,290	262,888	(20,402)	
Section 23 Education Programs	86,000	86,000	-	
Behavioural Expense	144,462	143,402	(1,060)	
Other - Revenue	499,862	1,200,000	700,138	FDLK
	<b>27,287,580</b>	<b>27,641,080</b>	<b>353,580</b>	

**Special Education Expenditures**

Classroom Teachers	7,905,572	8,017,715	
Occasional / Supply Teachers	113,571	99,550	
Educational Assistants	15,401,832	15,373,687	
Textbooks, Learning Materials, Classroom Supplies	1,077,091	930,000	
Classroom Computers & Networks	-	-	
Professionals, Paraprofessionals & Team Teachers	3,734,521	4,083,190	
Library & Guidance	10,000	25,000	
Staff Development	336,000	316,990	
Coordinators	-	-	
<b>Total Expenditures for Special Education</b>	<b>28,578,587</b>	<b>28,846,132</b>	

**Add (Less) Revenue & Adjustments for Special Ed.**

	(483,775)	(627,258)	
<b>Total Special Education Net Expenditures</b>	<b>28,094,812</b>	<b>28,218,874</b>	

**Unspent (Overspent) Special Education Funding Allocations**

Note: Unspent Funding Allocations must be placed  
in the Special Education Reserve Fund

**-577,794**

The Board is in compliance with the regulations  
because it spends more than the funding allocation



Analysis of Funding Allocations & Budget Restrictions  
Budget Restrictions on Board Administration Funding Envelope

	Revised Budget 2012-13	Annual Budget 2013-14	Increase (Decrease)	Comments on Major Changes
<b>Board Administration Funding Allocation</b>				
Total Funding Allocation for Board Administration	6,229,650	5,943,028	(286,622)	
Add: Additional Funding Allocations	0	0	-	
Less: Other Adjustments	0	0	-	
	<u>6,229,650</u>	<u>5,943,028</u>	<u>(286,622)</u>	
<b>Board Administration Expenditures</b>				
Net Expenditures relating to Board Administration	7,355,617	6,810,166	(545,451)	
Add: Net strike savings attributable to Administration	0	0	-	
Less: Transfer from Reserve Funds	0	0	-	
Less: Other Revenue Attributable to Administration	-475,000	-475,000	-	
Less: Other Adjustments	0	0	-	
	<u>6,880,617</u>	<u>6,335,166</u>	<u>(545,451)</u>	
<b>Unspent (Overspent) Board Admin. Funding</b>	<b>(650,967)</b>	<b>(392,138)</b>	<b>(258,829)</b>	<b>The Board is not in compliance and may have to submit a plan to reduce the overexpenditure within two years.</b>

Note: If the Funding Allocation is overspent, then the Board may have to submit a plan to reduce the expenditures within two years.

APPENDIX D



# **ANNUAL BUDGET**

Analysis of Expenditures by Department

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2013-14 ANNUAL BUDGET**

Analysis of Expenditures by Department  
Total Board Expenditures

	Revised Budget 2012-13	Annual Budget 2013-14	Increase (Decrease)	Comments on Major Changes
<b>Operating Expenditures</b>				
Board Administration	7,371,597	6,810,166	-561,431	See comments on page 2
Elementary Schools	124,939,320	127,673,040	2,733,721	See comments on page 3
Secondary Schools	69,371,331	68,859,964	-511,368	See comments on page 4
Continuing Education	5,834,515	5,534,701	-299,814	See comments on page 5
Plant Operations	17,483,098	17,212,073	-271,025	See comments on page 6
Plant Maintenance	3,065,293	3,093,612	28,319	See comments on page 7
Student Transportation	9,539,412	9,728,203	188,791	See comments on page 8
	237,604,566	238,911,759	1,307,193	
<b>Capital &amp; Other Expenditures</b>				
Facility Renewal	624,666	624,666	0	See comments on page 9
Interest on Capital Debt	4,437,432	4,102,955	-334,477	See comments on page 10
Depreciation & Amortization	8,996,553	9,120,304	123,751	See comments on page 11
Non-Operating Expenditures	117,487	117,487	0	See comments on page 12
	14,176,138	13,965,412	-210,726	
<b>Total Board Operating Expenditures</b>	<b>251,780,704</b>	<b>252,877,171</b>	<b>1,096,467</b>	

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2013-14 ANNUAL BUDGET**

**Analysis of Expenditures by Department  
Board Administration Expenditures**

	Revised Budget 2012-13	Annual Budget 2013-14	Increase (Decrease)	Comments on Major Changes
Salary & Wages	4,443,176	4,251,314	-191,862	Reallocation of IT staff to school level
Employee Benefits	950,921	910,770	-40,151	Proportionate benefit allocation to school level
Professional Development	92,500	92,500	0	
Supplies & Services				
General Administration	117,500	117,500	0	
Business Administration	872,500	863,082	-9,418	
Program Administration	0	0	0	
Computers	50,000	50,000	0	
Furniture & Equipment	10,000	10,000	0	
Fees & Contracts	835,000	515,000	-320,000	Reallocated software costs to school level
<b>Total Administration Expenditures</b>	<b>7,371,597</b>	<b>6,810,166</b>	<b>-561,431</b>	

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2013-14 ANNUAL BUDGET**

Analysis of Expenditures by Department  
Elementary School Expenditures

	Revised Budget 2012-13	Annual Budget 2013-14	Increase (Decrease)	Comments on Major Changes
Salary & Wages	103,138,372	106,460,257	3,321,885	Increase is mainly due to changes in FDLK & French Immersion
Employee Benefits	15,930,994	15,812,161	-118,833	Corrected Porportion of fringe benefits
Professional Development	430,000	380,000	-50,000	Unused resources reallocated to balance 2013-14
Supplies & Services				
School Instruction Budgets	1,492,869	1,450,280	-42,589	Unused resources reallocated to balance 2013-14
Central Instruction Budgets	1,555,000	1,022,500	-532,500	Unused resources reallocated to balance 2013-14
Central Other Budgets	575,000	575,000	0	
Computers	1,169,932	1,140,792	-29,140	Computer Leasing Agreement
Furniture & Equipment	647,153	641,326	-5,827	No Significant Change
Fees & Contracts	0	190,725	190,725	Portion of software allocation costs from Board Adm.
<b>Total Elementary School Expenditures</b>	<b>124,939,320</b>	<b>127,673,040</b>	<b>2,733,721</b>	

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2013-14 ANNUAL BUDGET**

**Analysis of Expenditures by Department  
Secondary School Expenditures**

	Revised Budget 2012-13	Annual Budget 2013-14	Increase (Decrease)	Comments on Major Changes
Salary & Wages	56,580,081	56,437,757	-142,324	Declining Enrolment
Employee Benefits	8,210,233	7,842,733	-367,500	Proportionate fringe benefit Savings
Professional Development	120,000	101,550	-18,450	Reallocated Resources to balance portfolio
Supplies & Services				
School Instruction Budgets	1,370,614	1,368,656	-1,958	Not significant
Central Instruction Budgets	2,076,227	2,011,227	-65,000	Reallocation of resources to balance 2013-14
Central Other Budgets	271,091	271,091	0	
Computers	570,476	545,981	-24,495	Repair and Aging computers
Furniture & Equipment	100,609	99,119	-1,490	
Fees & Contracts	72,000	181,849	109,849	Portion of software allocation costs from Board Adm.
<b>Total Secondary School Expenditures</b>	<b>69,371,331</b>	<b>68,859,964</b>	<b>-511,368</b>	

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**2013-14 ANNUAL BUDGET**

Analysis of Expenditures by Department  
 Continuing Education Expenditures

	Revised Budget 2012-13	Annual Budget 2013-14	Increase (Decrease)	Comments on Major Changes
Salary & Wages	3,925,024	3,702,976	-222,048	Student to Teacher ratio was increased/ Declining Enrolment
Employee Benefits	688,562	645,117	-43,445	Proportionate benefit savings
Professional Development	15,000	11,600	-3,400	
Supplies & Services				
School Instruction Budgets	1,159,429	1,165,018	5,589	
Central Instruction Budgets	0	0	0	
Central Other Budgets	0	0	0	
Computers	40,000	5,000	-35,000	
Furniture & Equipment	0	0	0	
Fees & Contracts	6,500	4,990	-1,510	
<b>Total Continuing Ed. Expenses</b>	<b>5,834,515</b>	<b>5,534,701</b>	<b>-299,814</b>	

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2013-14 ANNUAL BUDGET**

**Analysis of Expenditures by Department  
Facilities Services Expenditures**

	Revised Budget 2012-13	Annual Budget 2013-14	Increase (Decrease)	Comments on Major Changes
Salary & Wages	8,446,974	8,315,450	-131,524	Savings through attrition
Employee Benefits	2,203,624	2,319,123	115,499	Correction of fringe benefit resources
Professional Development	10,000	10,000	0	
Supplies & Services	3,370,000	3,370,000	0	
Utilities	1,162,500	1,162,500	0	
Cleaning & Operating	1,055,000	755,000	-300,000	Reduction in Snow Removal budget
Sites & Grounds Maintenance	30,000	30,000	0	
Computers	645,000	645,000	0	
Furniture & Equipment	560,000	605,000	45,000	Investment in Consultant for EDI
Fees & Contracts	17,483,098	17,212,073	271,025	
<b>Total Plant Operations Expenditures</b>	<b>17,483,098</b>	<b>17,212,073</b>	<b>271,025</b>	



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2013-14 ANNUAL BUDGET**

**Analysis of Expenditures by Department  
Facilities Services - Plant Ops Expenditures**

	Revised Budget 2012-13	Annual Budget 2013-14	Increase (Decrease)	Comments on Major Changes
Salary & Wages	1,221,110	1,344,865	23,755	No Significant Change
Employee Benefits	355,683	358,247	4,565	No Significant Change
Professional Development	7,500	7,500	0	
Supplies & Services Department Operation	169,000	169,000	0	
Mechanical & Electrical	577,500	577,500	0	
Building Maintenance	525,000	525,000	0	
Computers	1,500	1,500	0	
Furniture & Equipment	35,000	35,000	0	
Fees & Contracts	75,000	75,000	0	
<b>Total Plant Maintenance Expenditures</b>	<b>3,065,293</b>	<b>3,093,612</b>	<b>28,319</b>	

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2013-14 ANNUAL BUDGET

Analysis of Expenditures by Department  
Student Transportation Expenditures

	Revised Budget 2012-13	Annual Budget 2013-14	Increase (Decrease)	Comments on Major Changes
Salary & Wages	236,365	243,489	7,124	
Employee Benefits	74,576	68,953	-5,623	
Professional Development	0	0	0	
Supplies & Services	75,707	76,798	1,091	
Computers	12,675	10,581	-2,094	
Furniture & Equipment	0	0	0	
Fees & Contracts				
Bus Transportation	8,326,866	8,447,210	120,344	Increase in Fuel Costs
Taxi & Minivan	155,145	123,094	-32,051	Less utilization
Other Transportation	658,078	758,078	100,000	Increase in Fuel Costs/Demand of Service
<b>Total Student Transportation Exp.</b>	<b>9,539,412</b>	<b>9,728,203</b>	<b>188,791</b>	

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2013-14 ANNUAL BUDGET**

**Analysis of Expenditures by Department  
School Facilities Renewal Expenditures**

	Revised Budget 2012-13	Annual Budget 2013-14	Increase (Decrease)	Comments on Major Changes
School Facilities Renewal Expenses	624,666	624,666	0	No significant changes in this envelope

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2013-14 ANNUAL BUDGET**

**Analysis of Expenditures by Department  
Interest on Capital Debt**

	Revised Budget 2012-13	Annual Budget 2013-14	Increase (Decrease)	Comments on Major Changes
Interest on Long Term Debentures	4,437,432	4,102,955	-334,477	
Interest on Short Term Capital Loans	0	0	0	
<b>Total Interest on Capital Debt</b>	<b>4,437,432</b>	<b>4,102,955</b>	<b>-334,477</b>	

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2013-14 ANNUAL BUDGET**

Analysis of Expenditures by Department  
Annual Depreciation Expenditure

	Revised Budget 2012-13	Annual Budget 2013-14	Increase (Decrease)	Comments on Major Changes
Annual Depreciation	8,996,553	9,120,304	123,751	
<b>Total Annual Depreciation Exp.</b>	<b>8,996,553</b>	<b>9,120,304</b>	<b>123,751</b>	No significant changes in this envelope

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2013-14 ANNUAL BUDGET

Analysis of Expenditures by Department  
Non-Operating Expenditures

	Revised Budget 2012-13	Annual Budget 2013-14	Increase (Decrease)	Comments on Major Changes
Other Non-Operating Expenditures	117,487	117,487	0	
<b>Total Non-Operating Exp.</b>	<b>117,487</b>	<b>117,487</b>	<b>0</b>	No Change

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2013**

***PUBLIC SESSION***

**TOPIC: APPROVED MINUTES OF THE SPECIAL EDUCATION  
ADVISORY COMMITTEE (SEAC) MEETING OF  
MAY 1, 2013**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of March May 1, 2013, as presented for information.



## MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING WEDNESDAY, MAY 1, 2013

Minutes of the Meeting of the Special Education Advisory Committee, held on Wednesday, May 1, 2013, at 7:00 p.m. in the Father Kenneth Burns csc Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 7:00 p.m. by Chair Racine.

### A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Chair Racine.

2. Roll Call

Members	Affiliations	Present	Excused	Absent
Anna Racine	The Tourette Syndrome Association of Ontario	✓		
Rob Lavorato	Down Syndrome Caring Parents (Niagara)	✓		
Connie Parry	Association for Bright Children		✓	
Kerry Thomas	Community Living-Welland/Pelham	✓		
Sarina Labonte	Community Living-Grimsby, Lincoln & West Lincoln	✓		
Kim Rosati	VOICE for Hearing Impaired Children		✓	
Mike Gowan	Autism Ontario	✓		
Jim Wells	John Howard Society of Niagara	✓		
Katie Muirhead	Ontario Brain Injury Association	✓		
Sarah Farrell	Learning Disabilities Association – Niagara	✓		
Bill Helmecki	Pathstone Mental Health	✓		
<b>Trustees</b>				
Father Paul MacNeil			✓	
Rhianon Burkholder		✓		
<b>Student Senate Representative</b>				
Leah Zahorchak				✓



The following staff were in attendance:

Yolanda Baldasaro, Superintendent of Education; Danny DiLorenzo, Principal, Secondary;  
Terry Antoniou, Principal, Elementary; Tina DiFrancesco, Recording Secretary

3. Approval of the Agenda

Moved by Rob Lavorato

Seconded by Sarina Labonte

THAT the Special Education Advisory Committee approve the Agenda of the Special Education Advisory Committee Meeting of May 1, 2013.

CARRIED

4. Disclosure of Interest

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

5. Approval of Minutes of the Special Education Advisory Committee Meeting of April 3, 2013

Moved by Rob Lavorato

Seconded by Sarina Labonte

THAT the Special Education Advisory Committee approve the Minutes of the Special Education Advisory Committee Meeting of April 3, 2013 as amended to change the location of the Student Senate Representative in the Roll Call.

CARRIED

## B. PRESENTATIONS

1. Cathy McMullin, Applied Behaviour Analysis (ABA) Supervisor presented information about the TeachAble Project. Background information was provided on the Multi-Year Accessibility Plan and Integrated Accessibility Standards Regulation (IASR). As well, a video was shown of David Onley, Lieutenant Governor of Ontario speaking about the importance of accessibility awareness for students. One of the expectations of the IASR is that all educators receive Accessibility Awareness Training. This training was provided to school staff on the February 15<sup>th</sup> Professional Activity Day. More information can be found at [www.theteachableproject.org](http://www.theteachableproject.org). Questions were asked and answered during the presentation.

## C. VISIONING

1. Goals and Vision for 2012/2013

1.1 Discussion: RE: Tag Line

Superintendent Baldasaro informed the SEAC members that Senior Administrative Council made a slight change to the tag line that was presented.

A decision was made to approve the recommended tag line.

**Recommendation**

**The Special Education Advisory Committee recommends the approval of the SEAC tag line, Supporting an Inclusive Catholic Learning Community.**

Moved by Kerry Thomas  
Seconded by Mike Gowan

THAT the Special Education Advisory Committee approve the SEAC Tag Line,  
***Supporting an Inclusive Catholic Learning Community***  
CARRIED

This recommendation will be brought forward to the May 28<sup>th</sup> Board Meeting for the consideration of the Board of Trustees.

**1.2 Special Needs Representative/SEAC Report**

Information regarding the Special Needs Representation/SEAC Report to be included in the presentation to the Committee of the Whole. More information to follow at a future meeting regarding approval of the template.

**1.3 Committee of the Whole Presentation**

Vice-Chair Lavorato reviewed the draft report that will be presented to the Committee of the Whole. A discussion was held regarding the content and it was decided that the information be sent out to all members for suggestions and feedback. The presentation will be held in the fall. A recommendation was made about the possibility of doing a presentation to the Committee of the Whole on an annual basis. More information will follow at the next meeting.

**D. BUSINESS ARISING FROM THE MINUTES OF THE MEETING OF  
APRIL 3, 2013**

1. **Learner Advocacy**
2. **Parent Outreach**
3. **Program and Service Recommendations**
4. **Special Education Budget**
5. **Annual Review, Special Education Plan**
6. **Other Related Items**

**6.1 Niagara Catholic District School Board Protocol for Students Not Writing Exams**

Deferred to the June meeting.

7. **Policy Review**

The *Death Benefit Policy, Deferred Salary Plan Policy, Leadership Pathway Policy, Video Security Surveillance Policy, Niagara Catholic Parent Involvement Committee Policy and By-Laws and Catholic School Councils Policy and By-Laws* were presented. The deadline to respond is May 17<sup>th</sup>, 2013

At the April meeting Chair Racine asked for volunteers to review the policies and forward comments to the SEAC members for review. Individual responses are also welcome.

**E. AGENCY REPORTS**

1. **VOICE for Hearing Impaired Children – Kim Rosati**

- Nil Report

2. **Down Syndrome Caring Parents (Niagara) – Rob Lavorato**

- March 21<sup>st</sup> was the Down Syndrome Caring Parent's Annual General Meeting. Jennifer Mooradian was elected as President, Michelle Hellwig was elected as Vice-President and Pina Taraba was elected as Secretary.
- June 15<sup>th</sup> – DSCP Event: *A Night with Monica and David*, Award Winning Documentary is being shown at the Market Square in St. Catharines. Doors open at 6:00p.m., film at 7:10p.m.

3. **Community Living – Welland/Pelham – Kerry Thomas**

- A former Notre Dame High school student recently won the Community Living Inclusion Award
- May is Community Living Month and various activities are happening during the month.
- May 10<sup>th</sup> - Niagara Catholic District School Board teacher is holding a *Drum Café*
- Community Living is happy to have Mike Gowan, who recently accepted a position at Community Living Welland/Pelham.
- May 24<sup>th</sup> and May 25<sup>th</sup> is the Inclusive Education Conference

4. **Association for Bright Children – Connie Parry**

- Nil Report

5. **Community Living – Grimsby, Lincoln and West Lincoln – Sarina Labonte**

- Families of children with a developmental disability who will cease to receive individualized funding (Specialized Services at Home funding) when their child turns 18 years of age have written to the Ombudsman regarding the lack of services and supports and funding for services when their child(ren) turn 18.

- Community Living – Grimsby, Lincoln and West Lincoln is organizing a “Walk for Inclusion” on the 4<sup>th</sup> of May in Beamsville as a fundraiser and awareness and promotion of community inclusion. More information is on our website at [www.cl-grimsbylincoln.ca](http://www.cl-grimsbylincoln.ca)
- Community Living – Grimsby, Lincoln and West Lincoln is hosting its 48<sup>th</sup> Annual General Meeting at the Ball’s Falls Centre for Conservation on June 10<sup>th</sup> at 5:30 pm. The keynote speaker will be Robert Pio Hajjar from Ideal-Way. This event will be followed by a barbeque. All are welcome.

**6. Autism Ontario – Mike Gowan**

- Mike Gowan has accepted a position with Community Living Welland/Pelham.
- Various fundraisers are happening, including the Annual Golf Tournament and Evan’s Ride.
- The Autism Ontario - Niagara Chapter’s Annual General Meeting was held last week at Johnny Rocco’s in collaboration with the Volunteer Appreciation Night.

**7. The Tourette Syndrome Association of Ontario – Anna Racine**

- A Ceremony was held on Monday for the renaming of the Athletic Centre at Saint Michael High School to the Father Tony McNamara Athletic Centre.

**8. John Howard Society of Niagara – Jim Wells**

- A Job Fair was held today at 225 East Main Street in Welland.
- The John Howard Society is hopeful to hear about the continuation of the SNAP Program.
- The Job Gym in St. Catharines was shut down today with the hope to re-open it again in the future.
- Applications for the Summer Jobs for Youth Program are starting in June.

**9. Ontario Brain Injury Association – Katie Muirhead**

- OBIA just did a presentation with a former student at St. Ann in Fenwick about Concussion for the grades 4-8 students. It went well, with positive feedback from the Principal, teachers and students.
- There is a nomination form for the Canada Cares award which is an award for caregivers. Attached is the link to the Nomination form.  
<http://www.canadacares.org/contests/nominate-a-caregiver/>

**10. Learning Disabilities Association (Niagara) – Sarah Farrell**

- Our Spring programs are underway this week! We will be running B.E.S.T. (social skills and self-advocacy program) out of St. Alexander Catholic Elementary School in Fonthill starting Wednesday, May 8<sup>th</sup>, 2013. Spots are still available and we are accepting applications until Monday, May 6<sup>th</sup>.
- We will be offering our full-day summer program called Sunshine, Learning, Achievement & More (SLAM) this summer in St. Catharines, Welland and Niagara Falls for the following weeks. Applications must be received 2 weeks prior to the start date.

- We will be holding our first Trivia Night on Friday, June 7<sup>th</sup>, 2013 at 6:30pm at St. Georges Church Hall at 8 August Avenue in St. Catharines. All proceeds will go to the support programs and services offered to individuals living with a Learning Disability in Niagara. To reserve a team table (\$90 for team of 6-8) or to sign up as an individual/couple (\$15/individual), call 905-641-1021 between 9:00 a.m.– noon, Monday to Friday. There are limited tickets available!
- The LDA-Ontario offers a \$1000 scholarship award in memory of Roy V. Cooper, who volunteered for over 30 years as a board member of his local chapter in Ottawa, as a board member of LDA-O and LDA-C, and as a member to individuals with LD and/or their families in the areas of self-advocacy and assistive technology.
  - a. This scholarship recognizes an Ontario high school student who has a documented Learning Disability and/or ADHD who will be attending a postsecondary institution during the 2013-2014 school year. The student must be pursuing a **bachelor of engineering or a bachelor of science in a physical sciences discipline** (does not include social sciences or technology majors).
  - b. There is an application form and checklist of required documentation.

11. **Pathstone Mental Health – Bill Helmecki**

- Pathstone Mental Health is starting strategic planning for the next 3 to 5 years.
- The Hope Award Event is being held on June 14<sup>th</sup> at Club Italia and the keynote speaker is Richard Dreyfuss.

**F. STAFF REPORTS**

1. **Terry Antoniou -Principal, Elementary**

Mrs. Antoniou - Principal-Holy Name Catholic Elementary

- Holy Name prepares for IEPs and transitions. Our students have also celebrated Autism Awareness, Shattering the Stigma and United Way with a host of activities. Friday, May 3<sup>rd</sup> Holy Name will be dressing LOUD in support of the Deaf and Hard of Hearing.

Mr. MacDougall-Principal-Mother Teresa Catholic Elementary

- Mother Teresa is excited to share that they have purchased 3 I-Pads utilized by special needs students and they are loving them!

Mrs. Tkac-Feetham-Principal-St. Therese Catholic Elementary

- St. Therese Catholic will host a William's Syndrome Awareness BBQ on Monday, May 6<sup>th</sup>. Many dignitaries and guests are invited for an 11:30a.m. lunch followed by a presentation. The school will present the association with a gift.

Mrs. Bianco-Principal-St. Andrew Catholic Elementary

- Students diagnosed with Cerebral Palsy and Autism accepted to Tim Horton's Camp.

Mr. Schirru-Principal-St. Kevin Catholic Elementary

- St. Kevin celebrates a student (Myotonic Dystrophy) who has mastered the chanting of Level 1 and 2 Power Words and is working towards mastering Level 3. A Grade 4 student brought home the bronze medal from the Junior Chess tournament.

Mrs. Kuchar-Principal-St. Charles Catholic Elementary

- St. Charles Catholic celebrates Autism with a Hip Hop Dance raising \$607.45.

2. Danny DiLorenzo –Principal, Secondary

Lakeshore Catholic High School

- Students and staff in the Special Education department have welcomed the spring with continued integration and inclusion in the community and school. Our students continue to excel at co-operative education placements within the Port Colborne community. Through Special Education inclusion and initiatives, we have maintained our excellent nutrition program, providing nourishing foods and drinks every morning.
- The Ontario Secondary School Literacy Test was held on April 11th at Lakeshore Catholic High School. Accommodations were provided to students on an IEP to assist with the test. Special Education staff helped prepare the students for the assessment. Students were given a comprehensive review of the concepts included in the Literacy test and a variety of strategies and accommodations were used to help students realize their highest potential.

Denis Morris

- Denis Morris Catholic High School is proud to present our annual musical *Joseph and the Amazing Technicolor Dreamcoat* that will take place from May 8 -11, 2013. Denis Morris Staff is very proud of the many students within the Special Education Department that are taking a leading role to make this musical the best one ever. From set design, to painting, to displaying posters to chorus, our students truly shine. Joseph's multi-coloured coat represents the diversity, talents and abilities that make up our inclusive student body at Denis Morris Catholic High School.

Blessed Trinity

- The Special Education Class will be hosting Spirit Day on May 10<sup>th</sup>. We are looking forward to students and staff from our Niagara Catholic high schools joining us for an exciting day. We have changed things a little this year and will welcome the Drum Café to Blessed Trinity! Our peer tutors are very involved in planning and participating in this interactive event.
- Discussions continue with the elementary schools in regard to placement and support when students arrive at Blessed Trinity. Transition and IPRC meetings are an excellent opportunity to meet parents and discuss learning needs.
- Transfer of Information meetings are also taking place. Bringing Grade 8 Classroom Teachers together with the Secondary Resource, Guidance and Success Team is a key piece in the transition process. We strive to set students up for success in Grade 9.
- Report cards were sent home on May 2<sup>nd</sup>. We in the Resource Department are very proud of our students' achievements.

### Holy Cross

- Although it was raining outside on Friday, April 12th, the sun couldn't shine any brighter in the Holy Cross gymnasium. The Special Education Department hosted their 14th Annual Beach Volleyball tournament for all Secondary students in the NCDSB who are based in Special Education classes. The morning was spent playing friendly volleyball matches, preparing the players' appetites for a delicious pizza lunch. This event concluded with a dance, courtesy of DJ, Mr. Napoli and we were able to show off our dance moves that we have learned with Mrs. Farrell in Dance class. Therapy Tails made a special guest appearance and meeting Pugsy was the highlight for many of the athletes. On May 1st, Farley an English Sheep Dog, and former bully, came to help us discuss how to stand up to bullies. Farley is now a friendly and respectful member of the Therapy Tails PAWS 4 RESPECT team. In science we have been measuring and graphing the growth of the bulbs that we planted in September and we believe based on our observations that April showers will bring May flowers.

### 3. Yolanda Baldasaro – Superintendent of Education

- Catholic Education Week is May 6<sup>th</sup> – 10<sup>th</sup>. SEAC members are invited to attend the events happening.
- The Niagara Catholic Strategic Directions and System Priorities 2013-2014 were presented to the members for information, review and feedback.

## G. TRUSTEE REPORTS

### 1. Father Paul MacNeil – Trustee

- Nil Report

### 2. Rhianon Burkholder – Trustee

- A Policy Committee and Board meeting was held Tuesday, April 23<sup>rd</sup>.
- Many will be happy to know that the bulk of policies have been updated, and there will be less vetting in the future months. The Board and Senior Administration have been very pleased with the feedback from all stakeholders.
- The Student Senate Policy for Elementary and Secondary and the Elementary and Secondary School Year Calendar was passed. I raised concern that was voiced at the SEAC meeting regarding the last day of June as an instructional day. It was assured by staff that this would be a full instructional day for all students.

## H. STUDENT REPORT

### 1. Leah Zahorchak – Student Representative

- Nil Report

## I. NCPIC REPORT

- April 11<sup>th</sup> was the ProGrant Information Night – to help School Councils successfully apply for ProGrants.
- NCPIC is continuing to work on our ProGrant Project for this year, which includes a welcome kit for new families to Niagara Catholic, a DVD of school happenings throughout the Board, Diocese contacts, Community Supports and how to navigate the Niagara Catholic District School Board website.

## J. NEW BUSINESS

1. Learner Advocacy
2. Parent Outreach
3. Program and Service Recommendations
4. Special Education Budget
5. Annual Review, Special Education Plan
6. Other Related Items

### 6.1 SEAC Representative on the Niagara Catholic Parent Involvement Committee

Superintendent Baldasaro informed the SEAC members that at the June meeting, nominations will be held for the SEAC Representative on the Niagara Catholic Parent Involvement Committee (NCPIC). Chair Racine explained the role of the SEAC Representative to the members.

7. Policy Review

## K. CORRESPONDENCE

1. Correspondence was received and presented to the members. More information and discussion to be held at a future meeting.

## L. QUESTION PERIOD

## M. NOTICES OF MOTION



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

### **O. INFORMATION ITEMS**

1. Chair Racine reminded members of the year end dinner on June 13<sup>th</sup> at Mount Carmel Spiritual Centre.

### **P. NEXT MEETING:**

*Wednesday, June 5, 2013 at 7:00p.m. at the Catholic Education Centre*

### **Q. ADJOURNMENT**

Moved by Sarina Labonte

Seconded by Bill Helmeczi

THAT the May 1 , 2013 meeting of the Special Education Advisory Committee be adjourned.

**CARRIED**

This meeting was adjourned at 8:50p.m.

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**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2013**

***PUBLIC SESSION***

**TOPIC: ANNUAL BUDGET 2013-2014**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Annual Budget 2013-2014, as presented.

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Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Senior Administration Council

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

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

Date: June 18, 2013



## **REPORT TO THE BOARD MEETING JUNE 18, 2013**

### **ANNUAL BUDGET 2013-2014**

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#### **BACKGROUND INFORMATION**

On March 27, 2013, the Ministry of Education, announced the education funding for the 2013-2014 school year. The announcement indicated that education funding for 2013-2014, through the Grants for Student Needs (GSN), would be held stable at almost \$21 Billion and that the Early Learning Program, which is funded outside the GSN, would continue to be phased-in as originally planned.

In order to deal with the projected Provincial Deficit, the Ontario Government found it necessary to freeze all salaries in the Education Sector for two (2) years at the level paid as at August 31, 2012, without additional increases for qualification, experience and cost of living. To achieve this objective, the Ministry of Education issued a set of parameters, which were designed to form the basis for the negotiations with the various employee groups in the Education Sector.

In addition to the freeze of funding for all salaries and wages, the Ontario Government has found it necessary to continue the constraint measures for some expenditure envelopes, including board administration, textbooks and learning materials, computers, professional development and transportation.

The 2013-2014 Grants for Student Needs (GSN) do not include funding for increases in benefits and other operating expenditures. This means that school boards will have to fund these increases with corresponding reductions in expenditures in other envelopes.

It is important to note that average daily enrolment is projected to decrease by approximately 400 students for the 2013-2014 academic school year. This decrease in enrolment will result in a reduction of the GSN funding, which must be partially offset by a proportional reduction in expenditures.

Based on the foregoing funding information, Senior Administrative Council have held numerous meetings to review the 2013-2014 Budget requests submitted by staff, as we designed the Budget with the goal to align 2013-2014 Budget Expenditures to a level that would match the Budget Revenue available to the Board.

Senior Administrative Council has now completed the design of the 2013-2014 Budget, including the deployment of staff and the allocation of resources to the schools and departments of the Board. The 2013-2014 Budget is in alignment to achieve the Board approved Strategic Directions System Priorities 2013-2014 (Appendix A) to attain the expectations of Niagara Catholic's Vision 2020 Strategic Plan.

The Director of Education and members of Senior Administrative Council are pleased to present a proposed Annual Budget for the 2013-2014 school year, which is balanced without the transfer of funds from the reserves. The proposed Annual Budget includes Operating Expenditures amounting to \$252,877,171.

Trustees are to note that the Annual Board Budget 2013-2014 does not include the associated costs to implement the Supplemental Memorandum of Understanding signed between the Ministry of Education and OECTA. Once these costs have been established and verified we will be petitioning the Ministry of Education to cover these expenditures without Niagara Catholic utilizing funds allocated for programs and services. Senior Administration will continue to keep the Board informed as to these costs and the discussions with the Ministry of Education.

Attached – 2013-2014 Budget

**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Annual Budget 2013-2014, as presented.

Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Senior Administration Council

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

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

Date: June 18, 2013

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2013**

***PUBLIC SESSION***

**TOPIC: ONTARIO EARLY YEARS CENTRE  
AUDITED FINANCIAL STATEMENTS – MARCH 31, 2012**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Audited Financial Statements and Ministry schedules for the Ontario Early Years Centre as at March 31, 2013 as presented.

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---

Prepared by: William Tumath, Manager of Accounting Services  
Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Recommended by: John Crocco, Director of Education/Secretary-Treasurer  
Date: June 18, 2013



**REPORT TO THE BOARD  
JUNE 18, 2013**

**ONTARIO EARLY YEARS CENTRE  
AUDITED FINANCIAL STATEMENTS – MARCH 31, 2013**

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On an annual basis the Ontario Early Years Centre (OEYC) is required to submit an audited financial statement for the fiscal year ended March 31<sup>st</sup> to the Ministry of Children and Youth Services by July 31<sup>st</sup> following their year end.

We are pleased to enclose the audited financial statements and appropriate Ministry schedules for the OEYC for the fiscal year ended March 31, 2013.

The Board is required to approve the audited financial statements of the OEYC before they are submitted to the Ministry.

**RECOMMENDATION**

**THAT the Niagara Catholic District School Board approve the Audited Financial Statements and Ministry schedules for the Ontario Early Years Centre as at March 31, 2013 as presented.**

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---

Prepared by: William Tumath, Manager of Accounting Services

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

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

Date: June 18, 2013

*crawford  
smith &  
swallow*

**NIAGARA CATHOLIC DISTRICT  
SCHOOL BOARD  
ONTARIO EARLY YEARS CENTRE**

**Financial Statement**

**March 31, 2013**



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
ONTARIO EARLY YEARS CENTRE**

**Financial Statement**

**March 31, 2013**

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Port Colborne, Ontario

## **INDEPENDENT AUDITORS' REPORT**

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To the Board of Trustees of the Niagara Catholic District School Board, the Ministry of Community and Social Services, and the Ministry of Children and Youth Services

We have audited the accompanying statement of revenue and expenditure of the Niagara Catholic District School Board Ontario Early Years Centre for the year ended March 31, 2013. This financial statement has been prepared by management of the Niagara Catholic District School Board Ontario Early Years Centre based on the financial reporting provisions of the Ministry of Community and Social Services and the Ministry of Children and Youth Services 2012/2013 Transfer Payment Annual Reconciliation.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of this financial statement in accordance with the financial reporting provisions of the Ministry of Community and Social Services and the Ministry of Children and Youth Services, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditors' Responsibility*

Our responsibility is to express an opinion on this financial statement based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

*Opinion*

In our opinion, the financial statement of the Niagara Catholic District School Board Ontario Early Years Centre for the year ended March 31, 2013 is presented fairly, in all material respects, in accordance with the Ministry of Community and Social Services and the Ministry of Children and Youth Services 2012/2013 Transfer Payment Annual Reconciliation guidelines.

*Basis of Accounting and Restriction on Distribution and Use*

Without modifying our opinion, we draw attention to Note 1 to the financial statement, which describes the basis of accounting. This financial statement is prepared to assist the Niagara Catholic District School Board Ontario Early Years Centre to meet with the financial reporting provisions of the Ministry of Community and Social Services and the Ministry of Children and Youth Services. As a result, this financial statement may not be suitable for another purpose. Our report is intended solely for the Niagara Catholic District School Board Ontario Early Years Centre and the Ministry of Community and Social Services and the Ministry of Children and Youth Services and should not be distributed to or used by parties other than the Niagara Catholic District School Board Ontario Early Years Centre and the Ministry of Community and Social Services and the Ministry of Children and Youth Services.



Niagara Falls, Ontario  
June 7, 2013

CRAWFORD, SMITH AND SWALLOW  
CHARTERED ACCOUNTANTS LLP  
LICENSED PUBLIC ACCOUNTANTS

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
ONTARIO EARLY YEARS CENTRE**

**STATEMENT OF REVENUE AND EXPENDITURE**

for the year ended March 31, 2013

	2013	2012
	\$	\$
<b>Revenue</b>		
Ontario Early Years Centre Allocation	501,389	501,389
Lanark Health and Community Services	500	
Partner Facility Renewal - Minor Capital 2011 - 2012 Allocation		3,300
	501,889	504,689
<b>Expenditure</b>		
Administration	30,000	40,000
Audit fees	1,430	1,533
Computer equipment	3,464	1,373
Furniture and equipment	2,574	1,733
Office and supplies	9,708	9,959
Program costs	18,296	12,186
Purchase of services	58,058	60,723
Rent	36,621	37,024
Salaries and benefits	334,722	330,683
Security		3,070
Staff training and travel	7,016	6,175
	501,889	504,459
<b>Excess of Revenue over Expenditures</b>		<b>230</b>

See accompanying notes

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
ONTARIO EARLY YEARS CENTRE**

**NOTES TO FINANCIAL STATEMENT**

for the year ended March 31, 2013

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**1. Significant Accounting Policy**

The financial statement has been prepared by management in accordance with the financial reporting provisions of the Ministry of Community and Social Services and the Ministry of Children and Youth Services 2012/2013 Transfer Payment Annual Reconciliation, contained in the following policies, collectively referred to as the "guidelines":

- Admissible/inadmissible expenditures
- MCYS executive and allotment controls
- Financial flexibility
- Recoverable subsidy
- Retainable and non-retainable revenues
- Transfer payment operating funds - basis of accounting
- Year-end reconciliation
- Allocated central administration

The financial statement was prepared to assist the Niagara Catholic District School Board Ontario Early Years Centre to meet with the reporting requirements of the Ministry of Community and Social Services and the Ministry of Children and Youth Services. The financial statement is intended solely for the use of the Niagara Catholic District School Board Ontario Early Years Centre and the Ministry of Community and Social Services and the Ministry of Children and Youth Services. Accordingly, readers are cautioned that the financial statement may not be suitable for another purpose.

**2. Service Contract/CFSA Approval with the Ministry of Community and Social Services and the Ministry of Children and Youth Services**

The Niagara Catholic District School Board has a Service Contract/CFSA Approval with the Ministry of Community and Social Services and the Ministry of Children and Youth Services. A reconciliation report summarizes, by service, all revenues and expenditures and identifies any resulting surplus/deficit that relates to the Service Contract/CFSA Approval.

A review of this report shows the program to have neither a surplus or deficit as at March 31, 2013.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2013**

***PUBLIC SESSION***

**TOPIC: EXECUTIVE COUNCIL POWER**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board empower Executive Council to approve any actions, of an emergency nature, recommended by the Director of Education, if a quorum cannot be achieved after a Special Meeting of the Board is called as per Board By-Laws, during the months of July and August 2013.

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Prepared by: John Crocco, Director of Education/Secretary-Treasurer  
Presented by: John Crocco, Director of Education/Secretary-Treasurer  
Recommended by: John Crocco, Director of Education/Secretary-Treasurer  
Date: June 18, 2013



## REPORT TO BOARD MEETING JUNE 18, 2013

### EXECUTIVE COUNCIL POWER – JULY & AUGUST 2013

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#### BACKGROUND INFORMATION

In accordance with the Niagara Catholic District School Board By-Laws Section 9 – 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 Chairperson or the Director, on the call of the Chairperson, 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 Board’s By-Laws, no other business shall be considered at a special meeting other than the subjects stated in the notice.”*

The following recommendation is presented in the event that it becomes necessary to call a Special Meeting of the Board to deal with emergency items and a quorum cannot be achieved.

#### RECOMMENDATION

THAT the Niagara Catholic District School Board empower Executive Council to approve any actions, of an emergency nature, recommended by the Director of Education, if a quorum cannot be achieved after a Special Meeting of the Board is called as per Board By-Laws, during the months of July and August 2013.

---

Prepared by: John Crocco, Director of Education/Secretary-Treasurer  
Presented by: John Crocco, Director of Education/Secretary-Treasurer  
Recommended by: John Crocco, Director of Education/Secretary-Treasurer  
Date: June 18, 2013

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2013**

***PUBLIC SESSION***

**TOPIC: THE PROVISIONS OF SPECIAL EDUCATION PROGRAMS  
AND SERVICES – SPECIAL EDUCATION PLAN**

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The report on The Provisions of Special Education Programs and Services  
– Special Education Plan is presented for information.

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Prepared by: Yolanda Baldasaro, Superintendent of Education  
Presented by: Yolanda Baldasaro, Superintendent of Education  
Approved by: John Crocco, Director of Education/Secretary-Treasurer  
Date: June 18, 2013



## REPORT TO THE BOARD MEETING JUNE 18, 2013

### THE PROVISIONS OF SPECIAL EDUCATION PROGRAMS AND SERVICES – SPECIAL EDUCATION PLAN

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#### BACKGROUND INFORMATION

The Ministry of Education requires district school boards to publicly make available a comprehensive report regarding the current special education programs and services of the board. *Building Bridges to Services 2013 and Beyond* is our Board's version of the Ministry of Education mandated Special Education Report that includes the components that are defined in *Standards for School Boards' Special Education Plans (2000)* as well as the protocols established in Policy and Program Memorandum 149. In compliance with *Regulation 464/97*, Special Education staff consults with the Niagara Catholic Special Education Advisory Committee (SEAC) in the preparation and update of the Special Education Plan.

A checklist that notes the plan's component parts, updated sections and the URL leading to the Special Education Plan on our Board's website is annually completed and submitted to the London Regional Education Office by July 31<sup>st</sup> each year.

The Niagara Catholic District School Board recognizes that *Building Bridges to Services 2013 and Beyond* is a valuable resource to students, parents and school and Board staff. In the fall of each school year, the revised Special Education Plan will be shared with the Board of Trustees and the Special Education Advisory Committee.

The report on The Provision of Special Education Programs and Services  
– Special Education Plan is presented for information.

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Prepared by: Yolanda Baldasaro, Superintendent of Education  
Presented by: Yolanda Baldasaro, Superintendent of Education  
Approved by: John Crocco, Director of Education/Secretary-Treasurer  
Date: June 18, 2013



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2013**

**PUBLIC SESSION**

**TOPIC: FINANCIAL REPORTS  
MONTHLY BANKING TRANSACTIONS  
MAY 2013**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the report on the Monthly Banking Transactions for the month of May 2013, as presented.

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Prepared by: William Tumath, Manager of Accounting Services  
Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Recommended by: John Crocco, Director of Education/Secretary-Treasurer  
Date: June 18, 2013



**REPORT TO THE BOARD MEETING  
JUNE 18, 2013  
MONTHLY BANKING TRANSACTIONS  
FOR THE MONTH OF MAY 2013**

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**BACKGROUND INFORMATION**

In accordance with the Monthly Financial Reports Policy Statement, we are pleased to enclose the Monthly Banking Transactions for the Niagara Catholic District School Board for the month of May 2013. (See Appendix A)

As required by the Policy, a monthly list of payments is available in the Holy Cross Community Room for the Trustees to review at their convenience.

**RECOMMENDATION**

THAT the Niagara Catholic District School Board approve the Report on the Monthly Banking Transactions for the month of May 2013, as presented.

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Prepared by: William Tumath, Manager of Accounting Services  
Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Recommended by: John Crocco, Director of Education/Secretary-Treasurer  
Date: June 18, 2013

## Appendix A

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD REPORT ON BANKING TRANSACTIONS	
SUMMARY OF BANK TRANSACTIONS FOR THE MONTH OF: MAY, 2013	
DESCRIPTION OF ITEMS	BANK ACCOUNT
CASH BALANCE AT BEGINNING OF MONTH	(A) 28,771,706
<b>OPERATING CASH RECEIPTS FOR THE MONTH</b>	
1. GENERAL LEGISLATIVE GRANTS	15,201,921
2. CAPITAL GRANTS	397,771
3. OTHER GRANTS (EPO, O.E.Y.C.)	0
<b>SUB-TOTAL - MINISTRY OF EDUCATION GRANTS</b>	<b>15,599,692</b>
4. ONTARIO EARLY YEARS CENTRE	41,782
5. INTEREST REVENUE	26,447
6. MUNICIPAL TAXES	0
7. TUITION FEES REVENUE - A.C.E. & OTHER	211,739
8. CHARITABLE DONATIONS	2,965
9. GOVERNMENT REBATES (GST 68% REBATE ON TAXABLE PURCHASES)	622,420
10. RECOVERY OF COSTS (LTD, WCB, BENEFITS, OTHER REIMBURSEMENTS)	235,077
11. OTHER CASH RECEIPTS	
- Reimbursements of Employee Benefits	9,060
- Donations Collected from Employees - Other	0
- Other	0
12. TRANSFER IN FROM SINKING FUNDS	0
13. PROCEEDS FROM DEBENTURE ISSUE (NET)	0
14. CAPITAL LOAN PRINCIPAL ADVANCES	0
<b>TOTAL OPERATING CASH RECEIPTS AND LOAN ADVANCE</b>	<b>(B) 16,752,212</b>
<b>OPERATING CASH DISBURSEMENTS FOR THE MONTH</b>	
1. ACCOUNTS PAYABLE (NET OF CANCELLED CHEQUES AND DEBT REPAYMENTS)	(21,350,925)
2. TEACHER PENSION DEDUCTIONS	(1,290,866)
3. O.M.I.F.S. PENSION DEDUCTIONS	(579,292)
4. CANADA SAVINGS BONDS DEDUCTIONS	(153,913)
5. TRANSFER TO 4 OVER 5 TRUST ACCOUNTS	(69,629)
6. OTHER DEBITS (Employee Tax Deductions, Purchasing Card)	(58,492)
7. TRANSFER TO SINKING FUNDS	0
8. INTEREST PAYMENTS ON CAPITAL DEBT	(905,604)
9. PRINCIPAL PAYMENTS ON CAPITAL DEBT	(655,646)
<b>TOTAL OPERATING CASH DISBURSEMENTS</b>	<b>(C) (25,599,439)</b>
CASH BALANCE AT END OF MONTH	A + B - C = D (D) 20,464,479

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD REPORT ON LOAN BALANCES				
SUMMARY OF LOAN BALANCES AS AT : MAY, 2013				
The Debentures & Capital Loans are made up as follows:				
Loan Description	Opening Balance	Loan Advances	Loan Repayments	Ending Balance
1. OFA - GPL1 Loan - 25 YR.	(11,819,056.48)		200,461.07	(11,715,595.41)
2. OFA - GPL2 Loan - 25 YR.	(9,265,446.77)		135,896.16	(9,129,550.61)
3. OFA - GPL3 Loan - 25 YR.	(4,318,932.63)		57,423.93	(4,261,508.70)
4. OFA - 2010-11 DEBENTURE - GPL 3	(1,288,275.10)		16,874.34	(1,271,400.76)
5. OFA - 2010-11 DEBENTURE - PCS 1	(3,192,522.20)		41,818.92	(3,150,703.28)
6. OFA - PTR - Completed 2010/11	(7,910,509.67)		93,450.96	(7,817,058.71)
7. OFA - 2001-A1 Debenture	(2,193,544.78)		109,782.99	(2,083,761.79)
8. Debenture (Niagara Region)	(1,197,000.00)			(1,197,000.00)
9. Debenture (Niagara Region)	(2,300,000.00)			(2,300,000.00)
10. Capital Projects - Completed 2001	(13,164,720.62)			(13,164,720.62)
11. Capital Projects - Completed 2002/03	(19,935,187.94)			(19,935,187.94)
12. Capital Projects - Completed 2004/05	(8,477,811.25)			(8,477,811.25)
13. Capital Projects - Completed 2005/08	(7,308,603.60)			(7,308,603.60)
14. Sinking Fund Asset	1,265,894.65			1,265,894.65
<b>Total Debentures &amp; Capital Loans</b>	<b>(91,190,715.59)</b>	<b>9,060.31</b>	<b>655,646.07</b>	<b>(90,535,070.52)</b>

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2013**

**PUBLIC SESSION**

**TOPIC: FINANCIAL REPORTS  
STATEMENT OF REVENUE & EXPENDITURES  
MAY 31, 2013**

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**RECOMMENDATION**

THAT the Niagara Catholic District School Board approve the Statement of Revenue and Expenditures as at May 31, 2013, as presented.

---

Prepared by: William Tumath, Manager of Accounting Services  
Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Recommended by: John Crocco, Director of Education/Secretary-Treasurer  
Date: June 18, 2013



**REPORT TO THE BOARD MEETING  
JUNE 18, 2013**

**STATEMENT OF REVENUE & EXPENDITURES  
AS AT MAY 31, 2013**

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**BACKGROUND INFORMATION**

In accordance with the Monthly Financial Reports Policy Statement, we are pleased to enclose the summarized Statement of Revenue and Expenditures by Department as at May 31, 2013.  
(See Appendix A)

As required by the Policy, a copy of the Financial Statement is available in the Holy Cross Community Room for the Trustees to review at their convenience.

**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Report on the Statement of Revenue and Expenditures as at May 31, 2013 as presented.

---

---

Prepared by: William Tumath, Manager of Accounting Services  
Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Recommended by: John Crocco, Director of Education/Secretary-Treasurer  
Date: June 18, 2013



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

**REPORT TO THE BOARD MEETING  
JUNE 18, 2013**

**STATEMENT OF REVENUE & EXPENDITURES  
AS AT MAY 31, 2013**

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**BACKGROUND INFORMATION**

In accordance with the Monthly Financial Reports Policy Statement, we are pleased to enclose the summarized Statement of Revenue and Expenditures by Department as at May 31, 2013.  
(See Appendix A)

As required by the Policy, a copy of the Financial Statement is available in the Holy Cross Community Room for the Trustees to review at their convenience.

**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Report on the Statement of Revenue and Expenditures as at May 31, 2013 as presented.

---

Prepared by: William Tumath, Manager of Accounting Services  
Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Recommended by: John Crocco, Director of Education/Secretary-Treasurer  
Date: June 18, 2013

# Appendix A

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
SUMMARY OF REVENUE AND EXPENDITURES - CLOSED  
SUMMARY STATEMENT  
AS AT MAY 31, 2013**

For Board Presentation June 18, 2013

ACCOUNT DESCRIPTION	THIS YEAR			CHANGES	LAST YEAR		
	EXPENDED	BUDGET	% LEFT		EXPENDED	BUDGET	% LEFT
<b>REVENUE</b>							
REVENUE	-183,342,120	-251,780,708	27.2%		-188,395,493	-250,504,359	24.8%
<b>TOTAL REVENUE</b>	<b>-183,342,120</b>	<b>-251,780,708</b>	<b>27.2%</b>		<b>-188,395,493</b>	<b>-250,504,359</b>	<b>24.8%</b>
<b>EXPENDITURES</b>							
BOARD ADMINISTRATION	6,107,217	7,371,598	17.2%		6,387,128	8,010,826	20.3%
ELEMENTARY SCHOOLS	94,184,972	124,839,319	24.6%		93,945,757	122,343,045	23.2%
SECONDARY SCHOOLS	52,201,872	69,371,333	24.8%		52,878,881	68,803,010	23.1%
CONTINUING EDUCATION	4,249,033	5,634,515	27.2%		4,449,857	6,131,132	27.4%
PLANT OPERATIONS	13,160,874	16,903,100	22.1%		13,304,551	17,997,907	26.1%
PLANT MAINTENANCE	2,533,181	3,645,292	30.5%		2,429,308	3,390,846	25.4%
TRANSPORTATION	7,044,217	9,538,412	17.6%		8,082,485	10,102,839	20.0%
CAPITAL AND OTHER EXPENDITURES	5,275,424	14,176,130	32.8%		5,113,969	13,724,754	62.7%
<b>TOTAL EXPENDITURES</b>	<b>185,555,590</b>	<b>251,780,708</b>	<b>26.3%</b>		<b>186,591,966</b>	<b>250,504,359</b>	<b>26.5%</b>

PREPARED BY : William Tumath  
Finance Department

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED**  
**FOR THE PERIOD ENDED: MAY 31, 2013**  
**BOARD ADMINISTRATION**

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT	CHANGES	EXPENDED	BUDGET	% LEFT
SALARY & BEN - TRUSTEES	101,191	152,744	33.8		114,793	140,744	18.4
SALARY & BEN - SENIOR STAFF	1,010,797	1,343,673	24.8		1,264,917	1,572,161	19.5
SALARY & BEN - MANAGERS	1,211,834	1,619,022	25.2		1,184,388	1,578,785	25.0
SALARY & BEN - TECHNICAL	337,885	329,910	2.4		300,082	361,708	17.0
SALARY & BEN - CLERICAL	1,638,272	1,931,381	15.2		1,796,555	2,357,466	23.8
TEMPORARY STAFF	43,486	64,388	32.5		52,511	64,962	19.2
PROFESSIONAL DEVELOPMENT	40,988	62,500	34.4		49,814	60,000	17.0
SUPPLIES - ADMINISTRATION	477,531	712,500	33.0		466,852	507,500	8.0
SUPPLIES - HUMAN RESOURCES	19,505	20,000	2.5		85,303	62,500	36.5
SUPPLIES - COMPUTER SERVICE	148,165	62,500	137.1		102,056	300,000	66.0
SUPPLIES - PLANT OPERATIONS	309,538	380,000	18.5		199,816	80,000	149.8
SUPPLIES - BUILDING MAINTENANCE	56,909	50,000	13.8		213,272	305,000	30.1
FURNITURE & EQUIPMENT	45,031	48,000	6.2		100,715	175,000	42.5
FEES & CONTRACTS	588,620	615,000	14.3		451,890	420,000	7.6
MISCELLANEOUS EXPENDITURES	77,475	80,000	3.2		4,162	25,000	83.4
<b>TOTAL - BOARD ADMINISTRATION</b>	<b>6,107,217</b>	<b>7,371,598</b>	<b>17.2</b>		<b>6,387,128</b>	<b>8,010,826</b>	<b>20.3</b>



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED**  
**FOR THE PERIOD ENDED: MAY 31, 2013**  
**ELEMENTARY SCHOOLS**

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT	CHANGES	EXPENDED	BUDGET	% LEFT
CLASSROOM TEACHERS	60,958,106	83,415,659	26.9		62,195,806	83,158,242	25.2
OCCASSIONAL TEACHERS	2,282,146	2,926,379	22.0		2,648,208	3,592,748	26.3
TEACHER ASSISTANTS	15,247,646	16,982,224	10.2		13,624,494	15,294,372	10.9
PROFESSIONAL STAFF	2,284,534	2,748,289	16.9		2,327,567	2,579,397	9.8
LIBRARY TECHNICIANS	1,732,026	2,051,968	15.6		1,680,042	2,055,961	18.3
PRINCIPALS & V.PS.	5,713,179	7,259,793	21.3		5,684,820	7,222,285	21.3
SCHOOL SECRETARIES	2,098,207	2,575,112	18.5		2,119,296	2,496,710	15.1
TEACHER CONSULTANTS	793,255	1,109,941	28.5		791,577	994,429	20.4
PROFESSIONAL DEVELOPMENT	97,865	430,000	77.2		142,926	430,000	66.8
PROGRAM CLASSROOM RESOURCE	533,114	1,555,000	65.7		652,777	1,068,000	38.9
CLASSROOM SUPPLIES	999,680	1,492,869	33.0		1,011,532	1,530,010	33.9
PROGRAM SUPPLIES	96,490	195,000	50.5		106,726	186,000	42.6
SCHOOL ADMIN. SUPPLIES	254,818	380,000	32.9		286,376	400,000	28.4
COMPUTERS - CLASSROOM	767,212	1,119,976	31.5		410,667	638,147	35.7
COMPUTERS - NON CLASSROOM	21,887	49,956	56.2		0	49,956	100.0
F & E - CLASSROOM	283,811	604,939	53.1		247,736	604,658	59.0
F & E - NON CLASSROOM	20,996	42,214	50.3		15,207	42,130	63.9
<b>TOTAL - ELEMENTARY SCHOOLS</b>	<b>94,184,972</b>	<b>124,939,319</b>	<b>24.6</b>		<b>93,945,757</b>	<b>122,343,045</b>	<b>23.2</b>

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED**  
**FOR THE PERIOD ENDED: MAY 31, 2013**  
**SECONDARY SCHOOLS**

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT	CHANGES	EXPENDED	BUDGET	% LEFT
CLASSROOM TEACHERS	35,648,779	48,660,862	26.7		36,634,598	48,358,132	24.2
OCCASSIONAL TEACHERS	1,316,831	1,656,678	20.5		1,706,165	2,157,911	20.9
TEACHER ASSISTANTS	4,356,834	4,747,417	8.2		4,209,916	4,574,629	8.0
PROFESSIONAL STAFF	972,609	1,419,447	31.5		963,171	1,433,411	32.8
LIBRARY TECHNICIANS	370,267	408,900	9.5		358,096	404,382	11.9
PRINCIPALS & V.PS.	2,277,037	3,018,686	24.6		2,287,582	3,031,525	24.6
SCHOOL SECRETARIES	1,721,923	2,054,006	16.2		1,746,184	2,026,523	13.8
TEACHER CONSULTANTS	441,101	901,065	51.1		524,497	897,114	41.5
LIBRARY & GUIDANCE - TEACHING	2,061,064	1,923,258	7.2		1,707,573	1,912,592	10.7
PROFESSIONAL DEVELOPMENT	35,157	120,000	70.7		56,744	120,000	52.7
PROGRAM CLASSROOM RESOURCE	1,316,202	2,076,227	36.6		1,247,484	1,735,077	28.1
CLASSROOM SUPPLIES	1,026,694	1,370,613	25.1		1,006,621	1,392,741	27.7
PROGRAM SUPPLIES	21,665	66,091	67.2		22,495	66,000	65.9
SCHOOL ADMIN. SUPPLIES	182,536	204,998	11.0		140,511	194,000	27.6
COMPUTERS - CLASSROOM	285,286	545,476	47.7		146,286	299,060	51.1
COMPUTERS - NON CLASSROOM	11,587	25,000	53.7		0	25,000	100.0
F & E - CLASSROOM	72,551	80,240	9.6		37,658	82,212	54.2
F & E - NON CLASSROOM	549	20,369	97.3		0	20,701	100.0
FEES & CONTRACTS	83,000	72,000	15.3		85,300	72,000	18.5
<b>TOTAL - SECONDARY SCHOOLS</b>	<b>52,201,672</b>	<b>69,371,333</b>	<b>24.8</b>		<b>52,876,881</b>	<b>68,803,010</b>	<b>23.1</b>

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED**  
**FOR THE PERIOD ENDED: MAY 31, 2013**  
**CONTINUING EDUCATION**

ACCOUNT	THIS YEAR TO DATE			CHANGES	LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT		EXPENDED	BUDGET	% LEFT
TEACHER ASSISTANTS	5,376	36,978	85.5		25,475	30,800	17.3
PROFESSIONAL STAFF	82,278	104,500	21.3		81,783	105,440	22.4
LIBRARY TECHNICIANS	619	0	0.0		0	0	0.0
PRINCIPALS & V.PS.	361,200	355,614	1.6-		422,799	490,884	13.9
SCHOOL SECRETARIES	329,796	397,475	17.0		278,336	399,032	30.3
TEMPORARY STAFF	19,905	22,616	12.0		22,342	38,157	41.6
GRANT OFFICERS	0	16,167	100.0		19,998	70,540	71.7
SALARY & BEN - INSTRUCTORS	0	7,256	100.0		0	0	0.0
A.E. TEACHERS / INSTRUCTORS	2,754,523	3,724,940	26.1		2,989,073	4,056,207	26.3
PROFESSIONAL DEVELOPMENT	11,373	20,300	44.0		12,241	14,750	17.0
PROGRAM CLASSROOM RESOURCE	226,412	429,390	47.3		233,413	386,680	39.6
CLASSROOM SUPPLIES	410,289	679,279	39.6		361,555	532,642	32.1
COMPUTERS - CLASSROOM	44,990	40,000	12.5-		2,791	4,000	30.2
F & E - CLASSROOM	0	0	0.0		51	0	0.0
FEES & CONTRACTS	2,272	0	0.0		0	2,000	100.0
<b>TOTAL - CONTINUING EDUCATION</b>	<b>4,249,033</b>	<b>5,834,515</b>	<b>27.2</b>	<b> </b>	<b>4,449,857</b>	<b>6,131,132</b>	<b>27.4</b>

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED**  
**FOR THE PERIOD ENDED: MAY 31, 2013**  
**PLANT OPERATIONS**

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT	CHANGES	EXPENDED	BUDGET	% LEFT
SALARY & BEN - MANAGERS	637,164	866,501	26.5		597,259	883,674	32.4
SALARY & BEN - CARETAKERS	4,116,507	5,336,302	22.9		4,082,412	5,466,685	25.3
SALARY & BEN - CLEANERS	3,219,575	4,251,280	24.3		3,255,934	4,268,355	23.7
SALARY & BEN - CLERICAL	86,646	196,517	55.9		85,457	200,193	57.3
PROFESSIONAL DEVELOPMENT	4,500	10,000	55.0		8,350	10,000	16.6
SUPPLIES - UTILITIES	3,008,337	3,370,000	10.7		3,274,635	4,600,000	28.8
SUPPLIES - PLANT OPERATIONS	576,899	762,500	24.3		678,795	712,500	4.7
SUPPLIES - GROUNDS	474,561	875,000	45.3		365,290	770,000	52.6
F & E - PLANT OPERATIONS	418,016	675,000	38.1		392,576	526,500	25.4
FEES & CONTRACTS	618,669	560,000	10.5		563,843	560,000	0.7
<b>TOTAL - PLANT OPERATIONS</b>	<b>13,160,874</b>	<b>16,903,100</b>	<b>22.1</b>		<b>13,304,551</b>	<b>17,997,907</b>	<b>26.1</b>

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
 UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED  
 FOR THE PERIOD ENDED: MAY 31, 2013  
 PLANT MAINTENANCE

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT	CHANGES	EXPENDED	BUDGET	% LEFT
SALARY & BEN - MANAGERS	394,013	510,573	22.8		388,427	505,303	23.1
SALARY & BEN - TECHNICAL	764,810	1,079,870	29.2		775,996	1,064,020	27.1
SALARY & BEN - CLERICAL	71,160	78,985	9.9		77,789	78,172	0.5
TEMPORARY STAFF	234	5,384	95.6		19,486	5,351	264.2
PROFESSIONAL DEVELOPMENT	3,444	7,500	54.1		648	7,500	91.4
SUPPLIES - PLANT OPERATIONS	165,570	400,000	58.6		205,072	400,000	48.7
SUPPLIES - GROUNDS	74,753	180,000	58.5		94,695	180,000	47.4
SUPPLIES - PLANT MAINTENANCE	127,669	169,000	24.5		111,583	159,000	29.8
SUPPLIES - BUILDING MAINTENANCE	851,437	1,102,500	22.8		681,697	880,000	22.5
F & E - PLANT MAINTENANCE	0	36,500	100.0		11,690	36,500	68.0
FEES & CONTRACTS	80,091	75,000	6.8		62,225	75,000	17.0
<b>TOTAL - PLANT MAINTENANCE</b>	<b>2,533,181</b>	<b>3,645,292</b>	<b>30.5</b>		<b>2,429,308</b>	<b>3,390,846</b>	<b>28.4</b>

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED**  
**FOR THE PERIOD ENDED: MAY 31, 2013**  
**TRANSPORTATION DEPARTMENT**

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT	CHANGES	EXPENDED	BUDGET	% LEFT
SALARY & BEN - MANAGERS	63,275	115,222	45.1		62,584	117,590	46.8
SALARY & BEN - TECHNICAL	52,814	172,959	69.5		52,298	176,514	70.4
SALARY & BEN - CLERICAL	0	22,760	100.0		0	23,508	100.0
SUPPLIES - ADMINISTRATION	389	75,707	99.5		187	74,278	99.8
FURNITURE & EQUIPMENT	0	12,675	100.0		0	12,675	100.0
FEES & CONTRACTS	7,727,739	9,140,089	15.5		7,967,416	9,698,274	17.9
<b>TOTAL - TRANSPORTATION DEPARTMENT</b>	<b>7,844,217</b>	<b>9,539,412</b>	<b>17.8</b>		<b>8,082,485</b>	<b>10,102,839</b>	<b>20.0</b>

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED**  
**FOR THE PERIOD ENDED: MAY 31, 2013**  
**CAPITAL AND OTHER EXPENDITURES**

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT	CHANGES	EXPENDED	BUDGET	% LEFT
GOOD PLACES TO LEARN	1,967,877	1,933,974	1.8-		1,717,989	1,688,284	1.8-
FACILITY RENEWAL PROJECTS	0	624,666	100.0		0	733,751	100.0
DEBT CHARGES BEFORE MAY, 1998	228,234	311,506	26.7		260,943	376,880	30.8
DEBT CHARGES AFTER MAY, 1998	117,487	117,487	0.0		117,487	117,487	0.0
NEW PUPIL PLACES	2,961,826	2,191,952	35.1-		3,017,580	2,465,060	22.4-
AMORTIZATION & NET LOSS DISPOSALS	0	8,996,554	100.0		0	8,343,292	100.0
<b>TOTAL - CAPITAL AND OTHER EXPENDITUR</b>	<b>5,275,424</b>	<b>14,176,139</b>	<b>62.8</b>	<b> </b>	<b>5,113,999</b>	<b>13,724,754</b>	<b>62.7</b>

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
 UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED  
 FOR THE PERIOD ENDED: MAY 31, 2013

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% Left	CHANGES	EXPENDED	BUDGET	% Left
<b>GRAND TOTAL-</b>	185,556,590	251,780,708	26.3		186,591,966	250,504,359	25.5

Prepared by : William Tumath  
 Finance Department



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2013**

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
SPOTLIGHT ON NIAGARA CATHOLIC – JUNE 11, 2013**

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# Spotlight

on  
**NIAGARA CATHOLIC**

*Nurturing Souls & Building Minds*

[www.niagaracatholic.ca](http://www.niagaracatholic.ca)

June 11, 2013



## Trustees Recognize Our Lady of Fatima (St. Catharines) Lego Robotics Team



*Members of Our Lady of Fatima Catholic Elementary School's Lego Robotics Team recently travelled to California to take part in the First Lego League (FLL) North American Championships. The students finished an impressive 19th out of 74 schools in the Robot Performance category and had the opportunity to meet students from Canada, the United States and parts of Asia.*

## Balanced Budget Presented

Trustees received the 2013-2014 Annual Budget during the June 11th Committee of the Whole Meeting.

The Annual Budget, which includes \$252,753,420 in Operating Expenses, is balanced without the need for transfer from reserves.

Trustees recommended the approval of the Budget and will consider it the June 18th Board Meeting.

The 2013-2014 Annual Budget is available for review by the community online at [niagaracatholic.ca](http://niagaracatholic.ca).

## Larkin Recipients Selected

During the June 11th Committee of the Whole Meeting, Trustees approved the new recipients of the Larkin Estate Award.

The awards are presented annually from the estate of sisters Maria and Aimee Larkin to students enrolled at St. Michael's College or any college or university offering courses in nursing or social services work.

The 2013 recipients are: Bianca Benincasa, Melissa DellaSmirra, Olivia Hamilton, Selena Innamorati, Elizabeth Russell, Jessica Lynn Terryberry and Maranda Welsh.

Fourteen graduates had their Larkin Estate Awards renewed for 2013-14.

## Brouwer to Build Saint Mike

Brouwer Construction (1981) Ltd. has been selected to complete the renovation and addition to Saint Michael Catholic High School.

Tenders were opened on June 4th. Brouwer was one of four companies to submit bids for the project. Brouwer's bid of \$4,696,000 was the lowest price submitted.

The project includes adding eight standard classrooms, a hospitality classroom, a science classroom, two renovated computer classrooms, a weight room, an exercise room, a kitchen/servery, an expanded transportation technology area and two outdoor storage areas.

## Board Conducts Research

Niagara Catholic participated in 11 research projects during the 2012-2013 academic year.

Seven projects were conducted in partnerships with Brock University, two were conducted in partnership with the Niagara Regional Public Health, one was conducted in partnership with the University of Waterloo and one was conducted in partnership with the University of Windsor.

Research projects conducted by Niagara Catholic comply with the Board's Strategic Directions. Projects are recommended for consideration by the Niagara Catholic Research Ethics Review Committee.

## Seven Policies Recommended

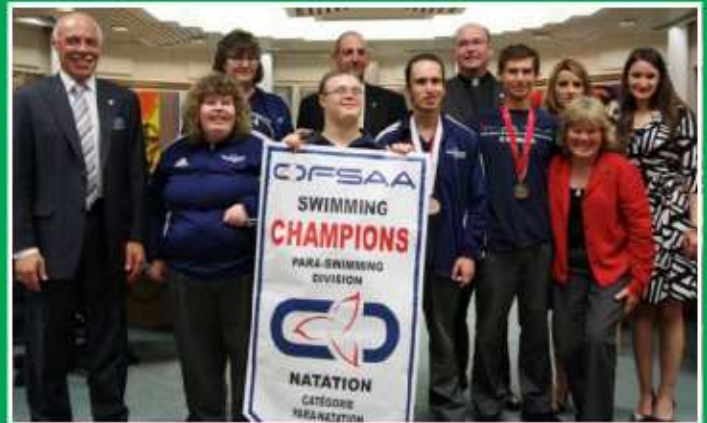
Trustees have recommended seven policies be sent to the Board for approval.

**Community Use of Facilities Policy (800.2); Catholic School Councils Policy (800.1) and By-Laws; Niagara Catholic Parent Involvement Committee Policy (800.7) and By-Laws; Video Security Surveillance Policy (701.3); Death Benefit Policy (201.5); Deferred Salary Plan (X/Y) Policy (201.10) and Leadership Pathway Policy (new)** were approved during the June 11th Committee of the Whole Meeting.

They will be presented to the Board during the June 18th for consideration.

## Niagara Catholic Trustees Honour Academic and Athletic Accomplishments During the June 11th Meeting

During the June 11th Committee of the Whole Meeting, Trustees and Senior Staff acknowledged the many outstanding accomplishments of our students throughout the past academic year. Teams and students recognized during this meeting included Notre Dame College School student Jennifer Csele (top left, participant in the International Science and Engineering Fair in Phoenix, and recipient of the European Council for Nuclear Research Award), Notre Dame student Marc Mallhot and Saint Michael Catholic High School student Alex Vandenberg (top right, who placed Gold and Silver respectively at Skills Canada earlier this month), the Para-swim team from Blessed Trinity Catholic Secondary school (centre right which won OFSAA gold), Blessed Trinity's Girls Soccer Team, (centre left, which won AAA OFSAA gold, Blessed Trinity's Cheerleading Team (bottom left, which won the 2013 Cheer Evolution Competition) and the Notre Dame College School Cheerleading Team, Advanced Cheer Champions in the National Cheer Championship earlier this year. Those honoured received special pins acknowledging their Excellence in either Academics or Athletics. More Niagara Catholic students will be recognized at the June 18th Board Meeting.



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2013**

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
CALENDAR OF EVENTS – JULY & AUGUST**

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**NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD**

The Catholic Education  
Centre will operate on  
summer hours July 2  
through August 31.

Monday—Thursday:  
8:30 a.m.—4 p.m.

Closed Fridays through  
August 16th.

The CEC will be closed  
from July 22—August 5  
(inclusive).

**Nurturing  
SOULS  
&  
Building**

# July 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 <i>Canada Day</i>	2	3	4	5 <i>Summer Shutdown Friday</i>	6
7	8	9	10	11	12 <i>Summer Shutdown Friday</i>	13
14	15	16	17	18	19 <i>Summer Shutdown Friday</i>	20
21	22 <i>CEC Shutdown</i>	23	24	25	26	27
28	29	30	31			



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

Nurturing  
SOULS  
&  
Building

# August 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	1	2 <i>Summer Shutdown Friday</i>	3
4	5 <i>Civic Holiday</i>	6	7	8	9 <i>Summer Shutdown Friday</i>	10
11	12	13	14	15	16 <i>Summer Shutdown Friday</i>	17
18	19	20	21	22	23 <i>Summer Shutdown Friday</i>	24
25	26	27	28	29	30	31