



**AGENDA AND MATERIAL**

**COMMITTEE OF THE WHOLE MEETING**

**TUESDAY, OCTOBER 14, 2008**

**7:00 P.M.**

**CATHOLIC EDUCATION CENTRE, WELLAND, ONTARIO**

<b>A. ROUTINE MATTERS</b>	Reference
1. Opening Prayers - Trustee Charbonneau	-
2. Roll Call	-
3. Approval of the Agenda	-
4. Declaration of Conflict of Interest	-
5. Approval of Minutes of the Committee of the Whole Meeting of September 9, 2008	A5
<b>B. PRESENTATIONS</b>	
<b>C. COMMITTEE AND STAFF REPORTS</b>	
1. International Student Exchange	C1
2. Specialty High Skills Major Programs	C2
3. Celebrating Niagara Catholic ECOSchools	C3
4. Managing Information for Student Achievement (MISA) Ontario School Information System (OnSIS): Status Report	C4
5. Parent Involvement and Engagement: 2008-2009	C5
6. Compassionate Care Resource and Response Guide	C6
7. Pupil Accommodation Review Update	C7
8. <i>Monthly Updates</i>	
8.1 Capital Projects Monthly Update	C8.1
8.2 Policy Development Update	C8.2
8.3 Student Trustees' Update	-
8.4 Family of Schools Superintendents' Monthly Update	-
<b>D. INFORMATION</b>	
1. Trustee Information	

**E. OTHER BUSINESS**

1. General Discussion to Plan for Future Action -

**F. BUSINESS IN CAMERA**

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

**H. ADJOURNMENT**

TO: Niagara Catholic District School Board  
Committee of the Whole  
Public Session  
October 14, 2008

TOPIC: MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF  
SEPTEMBER 9, 2008

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**RECOMMENDATION**

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of September 8, 2008 as presented.



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## MINUTES OF THE COMMITTEE OF THE WHOLE MEETING TUESDAY, SEPTEMBER 9, 2008

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, September 9, 2008, at 7:00 p.m. in the 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 Dekker.

### A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee John Belcastro.

2. Roll Call

Trustee	Present	Excused
John Belcastro	✓	
Kathy Burtnik	✓	
Maurice Charbonneau	✓	
Gary Crole	✓	
John Dekker	✓	
Frank Fera	✓	
Ed Nieuwesteeg		✓
Tony Scalzi	✓	
<b>Student Trustees</b>		
Ashley McGuire		✓
Christina Volpini	✓	

The following staff were in attendance:

**John Crocco**, Director of Education; **Yolanda Baldasaro**, **Rob Ciarlo**, **Frank Iannantuono**, **Lee Ann Forsyth-Sells**, Superintendents of Education; **Larry Reich**, Superintendent of Business & Financial Services; **Khayyam Syne**, Administrator of Staff Development; **Christine Graham**, Program Officer - Curriculum; **Marcel Jacques**, Program Officer - Student Support Services; **James Woods**, Controller of Plant; **Jennifer Brailey**, Manager of Board Services and Communications; **Sherry Morena**, Recording Secretary

3. Approval of the Agenda

Moved by Trustee Burtnik

THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of September 9, 2008, as amended to defer Items 4.1 and 4.3 of the In Camera Agenda to the October Committee of the Whole Meeting.

CARRIED

4. Disclosure of Interest

Disclosures of Interest were declared by Trustees Belcastro and Fera with Item 4.2 of the In Camera Agenda. These trustees have family members who are teachers, or employees of the Board. They left the meeting during discussion of this item.

5. Minutes of the Committee of the Whole Meeting of June 3, 2008

Moved by Trustee Scalzi

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of June 3, 2008, as presented.

CARRIED

**B. PRESENTATIONS**

**C. COMMITTEE AND STAFF REPORTS**

1. Policy Committee

1.1 Unapproved Minutes

Policy Committee Meeting - September 9, 2008

Moved by Trustee Belcastro

THAT the Committee of the Whole receive the unapproved Minutes of the Policy Committee Meeting of September 9, 2008, as presented.

CARRIED

1.2 Approval of Policies

1.2.1 Conflict of Interest for Employees Policy

Moved by Trustee Fera

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Conflict of Interest for Employees Policy, as presented.

Trustee Burtnik asked that the Conflict of Interest for Employees Policy be referred back to staff for review. She requested that the administrative guidelines accompany the policy statement when it is resubmitted to the trustees in order to fully address all the areas outlined in the April 24, 2007 Notice of Motion.

Moved by Trustee Burtnik

THAT the Committee of the Whole refer the Conflict of Interest for Employees Policy back to staff for further study.

CARRIED

**1.2.2 Code of Conduct for Trustees Policy**

Moved by Trustee Belcastro

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Code of Conduct for Trustees Policy, as presented

Trustees discussed the Code of Conduct for Trustees Policy and expressed various views and opinions on the topic. While some trustees believed that the policy has been sufficiently vetted throughout the system and reviewed by the Board Solicitor others believed that the policy should be reworded to reflect a more compassionate and Catholic perspective.

Moved by Trustee Charbonneau

**THAT** the Committee of the Whole refer the Code of Conduct for Trustees Policy back to staff for review and rewording.

**CARRIED**

**1.3 Policy Development Update**

The Policy Development Update was presented for information.

**2. Smart Board Technology to Support Instruction**

Frank Iannantuono, Superintendent of Education, introduced the Smart Board Technology to Support Instruction report. Chris Graham, Program Officer: Curriculum, thanked Lori Spadafora, Intermediate Consultant, Sherri Bassett, Junior Consultant and Jen Decoff, Intermediate Consultant, for their assistance in initiating the program. Ms. Graham introduced Paula Downey, Classroom Teacher, St. Martin, and John Giroux, Program Chair of Mathematics, Holy Cross Catholic, who demonstrated the Smart Board.

Trustees expressed their pleasure in the Smart Board Technology and acknowledged the many educational benefits it presents to students and staff.

**3. Program Department - Executive Summary of Programs and Resource Implementation for 2008-2009**

Superintendent Iannantuono, presented the report on the Program Department - Executive Summary of Programs and Resource Implementation for 2008-2009, for information.

**4. Extended Overnight Field Trip/Excursion/Exchange Trip Information**

The report on Overnight Field Trip/Excursion/Exchange Trip Approvals 2007-2008 was presented for information.

**5. Community Outreach Calendar of Events 2008-2009**

Yolanda Baldasaro, Superintendent of Education, presented the Community Outreach Calendar of Events 2008-2009, for information.

**6. Niagara Catholic District School Board Annual Accessibility Plan September 2008 to August 2009 (Year Six)**

Superintendent Baldasaro presented the Niagara Catholic District School Board Annual Accessibility Plan - September 2008 to August 2009 (Year Six), for information.

7. Niagara Catholic District School Board Improvement Plan 2008-2009

Superintendent Baldasaro introduced Robert DiPersio, Administrator of Special Projects who presented the Niagara Catholic District School Board Improvement Plan 2008-2009, for information.

8. Student Support Services Update

Lee Ann Forsyth-Sells, Superintendent of Education, introduced the Student Support Services Update. Marcel Jacques, Program Officer - Student Support Services, and Amanda Cybula, Principal of Student Support Services, elaborated on various areas of the update.

9. Financial Reports

9.1 Monthly Banking Transactions

Moved by Trustee Belcastro

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board receive the Monthly Banking Transactions for the months of June, July and August 2008, as presented for information.

CARRIED

9.2 Statement of Revenue and Expenditures

Moved by Trustee Fera

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board receive the Statement of Revenue and Expenditures as at August 31, 2008, as presented for information.

CARRIED

10. Monthly Updates

10.1 Capital Projects Update

The Capital Projects Update was presented for information.

10.2 Student Trustees' Update

Christina Volpini, student trustee, gave a brief verbal update on the Student Senate.

10.4 Family of Schools Superintendents' Monthly Update

The Family of Schools Superintendents gave brief verbal reports highlighting the activities in their schools.

**D. INFORMATION**

1. Trustee Information

**E. OTHER BUSINESS**

1. General Discussion to Plan for Future Action

## **F. BUSINESS IN CAMERA**

Moved by Trustee Burtnik

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

**CARRIED**

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

The Committee of the Whole moved into the In Camera Session of the Meeting at 9:00 p.m. and reconvened into the Public Session at 10:55 p.m.

Moved by Trustee Belcastro

THAT the Committee of the Whole report the motions from the In Camera Sessions of the Committee of the Whole Meeting of September 9, 2008.

**CARRIED**

### **SECTION A: STUDENT TRUSTEES PRESENT**

Moved by Trustee Burtnik

THAT the Committee of the Whole approve the Minutes of the In Camera Session of the Committee of the Whole Meeting - Section A: Student Trustees Present held on June 3, 2008, as presented.

**CARRIED (Item F1)**

### **SECTION B: STUDENT TRUSTEES EXCLUDED**

Moved by Trustee Fera

THAT the Committee of the Whole approve the Minutes of the In Camera Session of the Committee of the Whole Meeting - Section B: Student Trustees Excluded held on June 3, 2008, as presented.

**CARRIED (Item F3)**

Moved by Trustee Crole

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the amendments to the Terms and Conditions of Employment for Principals & Vice-Principals, as presented.

**CARRIED (Item F4)**

Moved by Trustee Crole

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the sale of property as outlined in Item F5 of the In Camera Session of the Committee of the Whole Meeting - Section B: Student Trustees Excluded of September 9, 2008.

**CARRIED (Item F5)**

## **H. ADJOURNMENT**

Moved by Trustee Fera

THAT the September 9, 2008, Committee of the Whole Meeting be adjourned.

**CARRIED**

This meeting was adjourned at 11:00 p.m.



Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on September 9, 2008.

Approved on the 14th day of September 2008.

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John Dekker  
Vice-Chairperson of the Board

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John Crocco  
Director of Education/Secretary -Treasurer

TO: Niagara Catholic District School Board  
Committee of the Whole  
Public Session  
October 14, 2008

TOPIC: INTERNATIONAL STUDENT EXCHANGE

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The report on the  
International Student Exchange  
is presented for information.

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Prepared by: Frank Iannantuono, Superintendent of Education  
Christine Graham, Program Officer: Curriculum

Presented by: Frank Iannantuono, Superintendent of Education  
Christine Graham, Program Officer: Curriculum  
Jayne Evans, FSL /ESL / Music Consultant

Approved by: John Crocco, Director of Education

Date: October 14, 2008



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

**REPORT TO THE  
COMMITTEE OF THE WHOLE  
MEETING OF OCTOBER 14<sup>th</sup>, 2008**

**INTERNATIONAL STUDENT EXCHANGE**

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**Background**

International Student Exchange - Ontario (ISE) is a not for profit agency which specializes in coordinating educational and cultural exchanges.

This year three (3) students from Niagara Catholic are participating in the international student exchange program and will be travelling to European destinations next February 2009. The visiting partners are spending the fall with us learning the Canadian culture and the English language while attending our secondary schools.

The three international exchange students and their Niagara Catholic student exchange partners will be introduced to the Committee of the Whole as part of this information report.

<b>Niagara Catholic Student</b>	<b>Exchange Partner</b>	<b>School</b>	<b>European Destination</b>
Korryn Garvey	Carla Lanternier	Lakeshore Catholic High School	France
Brenna Ireland	Sara Teodori	Blessed Trinity Catholic Secondary School	Switzerland
Deanna Masonovich	Clara Errazuriz	Saint Michael Catholic High School	Spain

**The report on International Student Exchange program is presented for information.**

PREPARED BY: Frank Iannantuono, Superintendent of Education  
Christine Graham, Program Officer: Curriculum

PRESENTED BY: Frank Iannantuono, Superintendent of Education  
Christine Graham, Program Officer: Curriculum  
Jayne Evans, FSL /ESL / Music Consultant

APPROVED BY: John Crocco, Director of Education

DATE: October 14<sup>th</sup>, 2008

TO: Niagara Catholic District School Board  
Committee of the Whole  
Public Session  
October 14, 2008

TOPIC: SPECIALTY HIGH SKILLS MAJOR PROGRAMS

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The Specialty High Skills Major Programs Report  
is presented for information.

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Prepared by: Frank Iannantuono, Superintendent of Education  
Christine Graham, Program Officer  
Pat Mete, Secondary Program Consultant

Presented by: Frank Iannantuono, Superintendent of Education  
Christine Graham, Program Officer  
Pat Mete, Secondary Program Consultant

Approved by: John Crocco, Director of Education

Date: October 14, 2008



## REPORT TO THE COMMITTEE OF THE WHOLE MEETING

### SPECIALIST HIGH SKILLS MAJOR PROGRAMS

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#### Background Information

On Friday, September 26<sup>th</sup>, Niagara Catholic officially launched its Specialist High Skills Major (SHSM) Programs with ribbon cutting ceremonies at each of the sites.

Niagara Catholic offers SHSM programs in Construction, Transportation Technology, Hospitality and Tourism and Landscape and Horticulture.

Details of the SHSM and the programs offered to Niagara Catholic students are outlined below.

#### SHSM Designation

The Specialist High Skills Major allows students to focus on a career path that matches their individual skills and interests. Each major is a bundle of 6 to 12 courses in a selected field, such as Hospitality and Tourism, Transportation, Horticulture and Landscaping or construction.

Students who choose a major learn on the job with employers and at skills training centres, as well as in school and can earn valuable industry certifications.

Students who complete a major can be confident that they leave high school prepared with the knowledge, skills, and industry-recognized qualifications desired by employers, and postsecondary education and training institutions.

#### Advantages for Niagara Catholic students

Niagara Catholic have partnered with many local businesses and agencies within the Niagara Region to offer its students a rich and diverse opportunity to gain practical experience and gain expertise in their chosen career fields.

Pursuing the High Skills Major enables students to:

- Customize their secondary school education to suit their interests and talents while meeting the requirements for the Ontario Secondary School Diploma (OSSD).
- Select a bundle of 9 required credits focused on knowledge and skills in a specific area.
- Provide evidence of achievement for prospective employers and postsecondary education institutions.

- Explore, identify, and refine career goals and make informed decisions about their postsecondary options.
- Take part in a “reach ahead” experience that will help them gain confidence in their abilities, refine skills and work habits.
- Access resources, equipment, and expertise that may not be available in their secondary school.

## CONSTRUCTION

### *Background:*

According to the Ontario Construction Secretariat,

*“The construction industry is one of Ontario’s largest employe5rs. Total construction labour force numbers in the province reached 420,000 workers in 2005. Construction accounted for the direct employment of close to 395,000 workers in 2005, up by 22% compared to 2000.”*

### *Niagara Catholic Program:*

Niagara Catholic’s program focuses on residential and light construction systems related to commercial, industrial and/or recreational construction. Students learn about and gain practical experience with various types of materials, processes, labour, tools, and equipment used in the construction industry, technical drawings and auxiliary systems. Students also study industry standards and building codes, consider health and safety issues, and the impact of construction technology on society and the environment.

## TRANSPORTATION

### *Background:*

Transportation and transportation systems are an important area of employment in our economy. Transport Canada’s, *Transportation in Canada 2006* reports that the industry provided work for approximately 881,000 people in 2006. The growth in this sector reflects a high demand for qualified personnel.

### *Niagara Catholic Program:*

Niagara Catholic offers the Transportation program at three locations. The program provides education and training in the service, maintenance, and restoration of automobiles, truck and coach diesel engines, and small engines. The Grade 12 major credits are delivered off-site in an industrial plaza. Transportation businesses in the plaza provide support through experiential learning opportunities and specialized instruction.

## HOSPITALITY AND TOURISM

### *Background:*

The five tourism industries comprise hospitality and tourism, accommodation, food and beverage services, recreation, and travel services. The tourism sector in Canada is a major source of employment. Tourism in Ontario is a dynamic, growing sector.

The SHSM-Hospitality and Tourism enables students to build a foundation of focused knowledge and skills before graduating and entering a postsecondary destination, whether it be apprenticeship training, college, university, or an entry-level position in the workplace.

### *Niagara Catholic Program:*

Niagara Catholic offers the Hospitality and Tourism Program in six locations in the Niagara region. Students engage in practical classroom activities and participate in local community events that are inspired by the “flavours” of Niagara, such as local fruits, vineyards, wineries, tourist attractions, and international cuisine. A unique component of Niagara Catholic’s program is the location of the Grade 12 classroom in a hotel/restaurant/conference centre, where students learn with staff in an interactive environment.

## HORTICULTURE AND LANDSCAPING

### *Background:*

Ornamental horticulture and landscaping is a multibillion-dollar industry offering thousands of full and part-time employment opportunities in Ontario. The sector is growing rapidly due to unprecedented residential and commercial construction activity. There will be a great demand for skilled employees over the coming years, as well as expanded entrepreneurial opportunities. In addition, there is a growing need for the management of local parks and botanical or heritage gardens, the maintenance of sports grounds, and the construction of domestic gardens, as well as increased consumer demand for outdoor recreation, environmental sustainability and eco-tourism. (Source: Landscape Ontario 2006, [www.horttrades.com](http://www.horttrades.com)).

### *Niagara Catholic Program:*

Niagara Catholic’s program focuses on greenhouse management, product development, and landscape design, construction, installation, and maintenance. Our students have a unique opportunity because of the partnership between the Niagara Parks School of Horticulture and the Board. The partnership, which is the first of its kind in Canada, provides high school students with the opportunity to study Horticulture and Landscaping, while earning the new Ministry of Education Specialist High Skills Major (SHSM) designation.

Where better for students to pursue and learn the benefits of a career in Horticulture and Landscaping, than by studying on the grounds of Niagara Parks School of Horticulture, an internationally institution recognized for its expertise in teaching horticulture.

As part of this report, a brief visual presentation will be made highlighting the September 26<sup>th</sup>, 2008 day of celebration at our local sites for our Specialist High Skills Major programs.

## Appendices

Attached are: SHSM Charts and Niagara Catholic Pathways outlining the requirements necessary to earn an SHSM designation within Niagara Catholic.

Appendix 1: SHSM Construction Requirement Chart

Appendix 2: NCDSB Construction Pathways

Appendix 3: SHSM Transportation Requirement Chart

Appendix 4: NCDSB Transportation Pathways

Appendix 5: SHSM Hospitality and Tourism Requirement Chart

Appendix 6: NCDSB Hospitality and Tourism Pathway

Appendix 7: SHSM Horticulture and Landscape Requirement Chart

Appendix 8: NCDSB Horticulture and Landscape Pathway

Attached: Letter from Nancy Lerman, Education Officer  
Ministry of Education

The Specialty High Skills Major Programs Report is presented for information.

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Prepared by: Frank Iannantuono, Superintendent of Education  
Christine Graham, Program Officer  
Pat Mete, Secondary Program Consultant

Presented by: Frank Iannantuono, Superintendent of Education  
Christine Graham, Program Officer  
Pat Mete, Secondary Program Consultant

Approved by: John Crocco, Director of Education

Date: October 14, 2008



**Ministry of Education  
Student Success/Learning to 18  
Strategic Policy Branch**

Mowat Block, 4<sup>th</sup> Floor  
900 Bay Street  
Toronto ON M7A 1L2  
Telephone: [416] 325-2518  
Facsimile: [416] 325-2552

**Ministère de l'Éducation  
Direction des politiques stratégiques  
en matière de réussite des élèves et  
d'apprentissage jusqu'à l'âge de 18 a**

Édifice Mowat, 4<sup>e</sup> étage  
900 rue Bay  
Toronto ON M7A 1L2  
Téléphone [416] 325-2518  
Télécopieur [416] 325-2552



Mr. John Crocco  
Director of Education, Secretary-Treasurer  
Niagara Catholic District School Board  
427 Rice Road  
Welland, ON L3C 7C1

October 9, 2008

Dear John:

I would like to take this opportunity to thank you for inviting me to your board's grand opening of the Specialist High Skills Majors (SHSM) for 2008-09. My visit to the Niagara Catholic District School Board on September 26 was exciting and energizing as I participated in opening ceremonies for SHSM programs in construction, transportation, hospitality and tourism, and horticulture and landscaping.

To run a successful day of ribbon-cutting in four different sites requires considerable organization. Your team of Pat Mete, Sergio Borghesi and Jennifer Brailey did a wonderful job of co-ordinating the experiences for, not only me, but also, a variety of dignitaries and partners. From speech-making to talking to the students, from the exceptional food to the media coverage, the day was definitely a success.

I am amazed by your "extreme dream team" of teachers. Their efforts on behalf of students ensure that programs like the SHSM work. What a wonderful start to the day, to view the chapel at Lakeshore Catholic and talk to the young men who had renovated this in their construction SHSM last year. The emphasis on technology in that school was significant, with the "apprenticeship wall" and Technology Avenue. How exciting for students to be a part of a "green" construction project which will take a portable off the electrical grid and power it by a windmill and solar panel built and erected by a SHSM student team. The construction teacher, Marco Magezzeni, instils skill, passion, and a sense of achievement in the students who were obviously and rightfully, proud of their accomplishments. These are precisely the kinds of innovative, engaging and relevant opportunities that the Ministry is encouraging through the Student Success strategy broadly and via the SHSM program more specifically.

When we arrived at the transportation SHSM, I was introduced to a unique concept of a classroom in an industrial mall where the students could learn at a variety of experiential learning sites, all connected to the mall and coordinated by the transportation SHSM

Continued/page 2

teacher, Aaron Vasas. This is a man who inspires learners with his own knowledge and skill, with his connections in the transportation sector, and with his empowering motivation of young people. I saw first-hand that the students were excited about the year ahead as they planned to learn about engines, upholstery, auto glass, transmissions and detailing from their teacher and from the shop owners on either side of their site. They thought it was a “cool” idea, and so do I.

It is impressive and inspiring to learn more about your board’s partnership with the Quality Hotel. The owner, Angelo Nitsopoulos, sees this partnership as a win-win situation for both parties. Certainly the students benefit from the purposeful and relevant learning opportunities available to them. Upon entrance to the restaurant, hospitality students directed us with obvious knowledge and confidence throughout the hotel. The food that they had prepared was exceptional and their service was friendly and competent. They had learned well the lessons in hospitality and tourism from their teacher, Mike Gretzinger, who has infused remarkable knowledge, skills and work habits into this program. The students talked with ease about all aspects of working in this industry and they knew that they were getting a solid experience in this partnership, leading to potential jobs through this SHSM.

Our last visit was to open the outdoor classroom and portable at the Niagara Parks Commission. Here I saw tangible evidence of how this partnership between the board and the commission enables young people to gain instruction and inspiration from some of the best in the business, in a setting that can only enhance their experience. I was impressed with the speeches from the mayor and the parks commissioner as they spoke about opportunities for students taking an SHSM in horticulture and landscaping. They were knowledgeable about our program, but, more importantly, saw the value in authentic learning, and were keen advocates of the benefits of strong school-community partnerships.

I was delighted to meet Christopher Bemke, the first student in Ontario to compete the five components of the SHSM- Horticulture and Landscaping.. He is a fine young man, with a passion for the earth, who finished his final certification with Landscape Ontario just that morning. As part of the partnership with the board, the Niagara Parks Commission was holding Landscape Ontario certification tests on the site that day, a first for students who previously had to travel to Milton to complete this requirement. Chris’s teacher, David Antolin, has provided a strong foundation of specialized skills to support Chris’s interests and talents as he looks forward to his enrolment in the Niagara Parks School of Horticulture in the spring.

It was an awesome day, John. I spoke to students who were thrilled with the opportunities provided by teachers and schools who valued the SHSM program. I spoke to teachers who had incredible passion for students and for their profession. I spent time with board staff like the SHSM lead, Pat Mete and the Technology consultant, Sergio

Borghesi, who support the teachers, the programs and the students. At the end of it, I released a tagged monarch butterfly to the air. As it beat its wings to take flight, I couldn't help but think of the ripple effect of a butterfly's wings and the impact of that on the environment. There is an apt metaphor here, John, about the impact that your actions are having on kids.

Congratulations, John! I experienced a wonderful and inspirational day. On behalf of the Ministry of Education, thank you for your leadership and ongoing support for Student Success.

Yours truly,

A handwritten signature in black ink that reads "Nancy Lerman". The signature is written in a cursive, flowing style.

Nancy Lerman  
Education Officer,  
Student Success/Learning to 18 Strategic Policy Branch

Cc: Grant Clarke, Director, Student Success/Learning to 18 Strategic Policy Branch,  
Catherine Sim, Manager, Student Success/Learning to 18 Strategic Policy Branch,  
Pat Mete, SHSM Lead, Niagara Catholic District School Board

Appendix 1:

**SHSM–Construction Requirement Chart**

Credits	Apprenticeship Training		College		University		Workplace	
	Gr. 11	Gr. 12	Gr. 11	Gr. 12	Gr. 11	Gr. 12	Gr. 11	Gr. 12
Construction Major	2	2	2	2	2	2	2	2
English		1		1		1		1
Mathematics	1	1	1	1	1	1	1	1
Science or Business Studies	1		1		1		1	
Cooperative Education	2		2		2		2	
<b>Total number of credits</b>	<b>10</b>		<b>10</b>		<b>10</b>		<b>10</b>	

**Sector-Recognized Certifications and Training**

Five (5) compulsory				
Standard First Aid	CPR Level A	health and safety- basic	fall protection	generic (i.e., not site-specific) instruction about the Workplace Hazardous Materials Information System (WHMIS)
Two (2) electives from the list below				
chainsaw safety	confined space awareness	elevating work platforms	energy efficiency training	
electrical safety	forklift safety	hoisting and rigging	powder-actuated tools	
propane in construction	scaffold safety	suspended access equipment	traffic control	
trenching safety	insulated concrete forming	personal protective equipment in construction		

Appendix 2: Niagara Catholic District School Board Construction Pathways

## Construction

	Apprenticeship		College		University		Workplace	
	Grade 11	Grade 12	Grade 11	Grade 12	Grade 11	Grade 12	Grade 11	Grade 12
Major credits	TCJ3E	TCJ4E	TCJ3E	TCJ4E	TCJ3C	TCJ4C	TCJ3E	TCJ4E
Major credits	TCJ3E	TCJ4E	TCJ3E	TCJ4E	TCJ3C or TDJ3M	TCJ4C or TDJ4M	TCJ3E	TCJ4E
English credit(s)	ENG3E or ENG3C	ENG4E or ENG4C	ENG3C or ENG3U	ENG4C or ENG4U	ENG3U	ENG4U	ENG3E or ENG3C	ENG4E or ENG4C
Math credits	MBF3C or MCF3M or MEL3E	MAP4C or MCT4C or MEL4E	MBF3C or MCF3M	MAP4C or MCT4C	MCF3M or MCR3U	MHF4U or MCV4U or MDM4U	MEL3E or MBF3C	MAP4C or MEL4E
Science or Business Studies in either Gr. 11 or Gr. 12	SNC3M or SNC3E or SNC4E or SBI3C or SPH4C or SCH4C or BMX3E or BMI3C or BDI3C or BAF3M or BTA3O	SBI3C or SNC3M or SNC4M or SCH4C or SPH4C or BMI3C or BDI3C or BDV4C or BTX4C or BAF3M or BAT4M or BTA3O	SCH3U or SNC3M or SNC4M or SCH4U or SBI3U or SBI4U or SPH3U or SPH4U or BAF3M or BOH4M or BAT4M or BBB4M	SNC3E or SNC4E or SBI3C or BAI3E or BMX3E or BTA3O or BMI3C or BDI3C or BAN4E or BTX4E				
Co-op credits	2 Credits		2 Credits		2 Credits		2 Credits	
Co-op credits								

Appendix 3:

**SHSM–Transportation Requirement Chart**

Please note changes in English and mathematics requirements.

Credits	Apprenticeship Training		College		University		Workplace	
	Gr. 11	Gr. 12	Gr. 11	Gr. 12	Gr. 11	Gr. 12	Gr. 11	Gr. 12
Transportation Major*	2	2	2	2	2	2	2	2
English	1		1		1			1
Mathematics		1		1		1	1	
Science or Business Studies	1		1		1		1	
Cooperative Education†	2		2		2		2	
<b>Total number of credits</b>	<b>9</b>		<b>9</b>		<b>9</b>		<b>9</b>	

**Sector-Recognized Certifications and Training**

Four (4) compulsory			
Standard First Aid	Cardio-Pulmonary Resuscitation (CPR) Level A	health and safety - basic	generic (i.e., not site-specific) instruction about the Workplace Hazardous Materials Information System (WHMIS)
Three (3) electives from the list below			
air brake	all-terrain vehicle safety	CAD/CAM	Dare to Care – Vehicle Sales and Service
Drive Clean	ergonomics	filling propane and moto fuel tanks	fire extinguishing
lockout/tagging	pleasure craft operation	customer service	vehicle lift safety training
ozone depletion	fall protection	lift truck	environmental spill
original equipment manufacturer's training			

Appendix 4: Niagara Catholic District School Board Transportation Pathways

## Transportation

	Apprenticeship		College		University		Workplace	
	Grade 11	Grade 12	Grade 11	Grade 12	Grade 11	Grade 12	Grade 11	Grade 12
Major credits	TTJ3E	TTJ4E	TTJ3C	TTJ4C	TTJ3C	TTJ4C	TTJ3E	TTJ4E
Major credits	TTJ3E	TTJ4E	TTJ3C	TTJ4C	TTJ3C	TTJ4C	TTJ3E	TTJ4E
English credit(s)	ENG3E or ENG3C	ENG4E or ENG4C	ENG3C or ENG3U	ENG4C or ENG4U	ENG3U	ENG4U	ENG3E or ENG3C	ENG4E or ENG4C
Math credits (if applicable)	MBF3C or MCF3M or MEL3E		MBF3C or MCF3M		MCR3U or MCF3M		MEL3E or MBF3C	
Science or Business Studies in either Gr. 11 or Gr. 12	SNC3M or SNC3E or SNC4E or SBI3C or SPH4C or SCH4C or BMX3E or BMI3C or BDI3C or BAF3M or BTA3O		SBI3C or SNC3M or SNC4M or SCH4C or SPH4C or BMI3C or BDI3C or BDV4C or BTX4C or BAF3M or BAT4M or BTA3O		SCH3U or SNC3M or SNC4M or SCH4U or SBI3U or SBI4U or SPH3U or SPH4U or BAF3M or BOH4M or BAT4M or BBB4M		SNC3E or SNC4E or SBI3C or BAI3E or BMX3E or BTA3O or BMI3C or BDI3C or BAN4E or BTX4E	
Co-op credits	2 Credits		2 Credits		2 Credits		2 Credits	
Co-op credits								

Appendix 5:

**SHSM–Hospitality and Tourism Requirement Chart**

Credits	Apprenticeship Training		College		University		Workplace	
	Gr. 11	Gr. 12	Gr. 11	Gr. 12	Gr. 11	Gr. 12	Gr. 11	Gr. 12
Hospitality and Tourism Major	2	2	2	2	2	2	2	2
English	1		1		1			1
Mathematics		1		1		1	1	
Science or Business Studies	1		1		1		1	
Cooperative Education	2		2		2		2	
<b>Total number of credits</b>	<b>9</b>		<b>9</b>		<b>9</b>		<b>9</b>	

**Sector-Recognized Certifications and Training**

Four (4) compulsory			
Standard First Aid	Cardio-Pulmonary Resuscitation (CPR) Level A	customer service	generic (i.e., not site-specific) instruction about the Workplace Hazardous Materials Information System (WHMIS)
Two (2) electives from the list below			
basic tourism	canoeing/ paddling techniques	cook/line cook	events coordinator
fishing guide	guest services	heritage interpreter	housekeeping services
life saving	safe food handling – advanced	safe food handling – basic	Smart Serve
tour guide	ticket agent		



Appendix 6: Niagara Catholic District School Board Hospitality and Tourism Pathway

## Hospitality and Tourism

	Apprenticeship		College		University		Workplace	
	Grade 11	Grade 12	Grade 11	Grade 12	Grade 11	Grade 12	Grade 11	Grade 12
Major credits	TFH3E or HRF3O or HRT3M	TFH4E	TFH3E or HRF3O or HRT3M	TFH4E	TFH3E or HRF3O or HRT3M	TFH4E	TFH3E or HRF3O or HRT3M	TFH4E
Major credits	TFH3E or TFT3C	TFH4E	TFH3E or TFT3C or HRF3O or HRT3M	TFH4E	TFT3C	SCH4U or HFA4M	TFH3E	TFH4E
English credit(s)	ENG3E or ENG3C		ENG3C		ENG3U			ENG4E
Math credits		MAP4C or MCT4C or MEL4E		MAP4C or MCT4C		MHF4U or MDM4U or MCV4U	MEL3E or MBF3C	
Science or Business Studies in either Gr. 11 or Gr. 12	SNC3M or SNC3E or SNC4E or SBI3C or SPH4C or SCH4C or BMX3E or BMI3C or BDI3C or BAF3M or BTA3O		SBI3C or SNC3M or SNC4M or SCH4C or SPH4C or BMI3C or BDI3C or BDV4C or BTX4C or BAF3M or BAT4M or BTA3O		SCH3U or SNC3M or SNC4M or SCH4U or SBI3U or SBI4U or SPH3U or SPH4U or BAF3M or BOH4M or BAT4M or BBB4M		SNC3E or SNC4E or SBI3C or BAI3E or BMX3E or BTA3O or BMI3C or BDI3C or BAN4E or BTX4E	
Co-op credits	2 credits		2 credits		2 credits		2 credits	
Co-op credits								

## Appendix 7:

### SHSM–Horticulture and Landscaping Requirement Chart

Credits	Apprenticeship Training		College		University		Workplace	
	Gr. 11	Gr. 12	Gr. 11	Gr. 12	Gr. 11	Gr. 12	Gr. 11	Gr. 12
Horticulture and Landscaping Major	2	2	2	2	2	2	2	2
English	1		1		1			1
Mathematics		1		1		1	1	
Science or Business Studies	1		1		1		1	
Cooperative Education	2		2		2		2	
<b>Total number of credits</b>	<b>9</b>		<b>9</b>		<b>9</b>		<b>9</b>	

#### Sector-Recognized Certifications and Training

Four (4) compulsory			
Standard First Aid	Cardio-Pulmonary Resuscitation (CPR) Level A	plant identification	generic (i.e., not site-specific) Workplace Hazardous Materials Information System (WHMIS)
Three (3) electives from the list below			
edging and trimming	grading and drainage	phone etiquette	tree planting
pruning	paver installation	customer etiquette	grading and sodding
plant layout	cash handling	lawn mower use and safety	work orders

Appendix 8: Niagara Catholic District School Board Horticulture and Landscaping Pathway

## Horticulture and Landscaping

	Apprenticeship		College		University		Workplace	
	Grade 11	Grade 12	Grade 11	Grade 12	Grade 11	Grade 12	Grade 11	Grade 12
Major credits	TCJ3E	TCJ4E	TCJ3C	TCJ4C	TCJ3C	TCJ4C	TCJ3E	TCJ4E
Major credits	TDJ3E	TDJ4E	TDJ3M	TDJ4M	TDJ3M	TDJ4M	TDJ3E	TDJ4E
English credit(s)	ENG3C or ENG3E		ENG3C or ENG3U		ENG3U			ENG4E or ENG4C
Math credits		MCT4C or MEL4E or MAP4C		MCT4C or MAP4C		MHF4U or MDM4U or MCV4U	MEL3E or MBF3C	
Science or Business credits in either Grade 11 or 12	SNC3M or SNC3E or SNC4E or SBI3C or SPH4C or SCH4C or BMX3E or BMI3C or BDI3C or BAF3M or BTA3O		SBI3C or SNC3M or SNC4M or SCH4C or SPH4C or BMI3C or BDI3C or BDV4C or BTX4C or BAF3M or BAT4M or BTA3O		SCH3U or SNC3M or SNC4M or SCH4U or SBI3U or SBI4U or SPH3U or SPH4U or BAF3M or BOH4M or BAT4M or BBB4M		SNC3E or SNC4E or SBI3C or BAI3E or BMX3E or BTA3O or BMI3C or BDI3C or BAN4E or BTX4E	
Co-op credits	2 Credits		2 Credits		2 Credits		2 Credits	
Co-op credits								

TO: Niagara Catholic District School Board  
Committee of the Whole  
Public Session  
October 14, 2008

TOPIC: CELEBRATING NIAGARA CATHOLIC ECOSCHOOLS

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The report Celebrating Niagara Catholic ECOSchools  
is presented for information.

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Prepared by: Frank Iannantuono, Superintendent of Education  
James Woods, Controller of Plant  
Mike Sheahan, Physical and Health Education Consultant

Presented by: Frank Iannantuono, Superintendent of Education  
James Woods, Controller of Plant  
Mike Sheahan, Physical and Health Education Consultant

Approved by: John Crocco, Director of Education

Date: October 14, 2008



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## REPORT TO THE COMMITTEE OF THE WHOLE MEETING OCTOBER 14, 2008

### CELEBRATING NIAGARA CATHOLIC ECOSCHOOLS

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#### BACKGROUND INFORMATION

The Niagara Catholic EcoSchools environmental education initiative was introduced to the Trustees in a report to the Committee of the Whole on November 14, 2006. At that time a two-year plan was established for Niagara Catholic with the goal of all sites within the Board actively participating in meeting the many objectives of Ontario EcoSchools by September of 2008.

In the school year 2006-2007, the EcoSchools program was piloted in the Blessed Trinity Family of Schools of which 2 schools achieved Ontario EcoSchools Certification. In the following school year all Niagara Catholic schools were actively participating and 47 achieved Ontario EcoSchools Certification: 40 elementary schools and 7 secondary schools. Niagara Catholic is the first board in Ontario to implement the EcoSchools program system-wide, and has achieved the highest percentage of certified schools of any school board in Ontario.

#### CELEBRATION, AWARDS AND SHARING BEST PRACTICES

On Friday September 26, 2008 five students along with a staff member and/or Principal from every Niagara Catholic school, Trustees and Senior Staff were invited to Lakeshore Catholic High School to attend a day of celebration, awards, and sharing of eco-practices. John Crocco, Director of Education, and Catherine Mahler, Ontario EcoSchools Program Coordinator brought praise and encouragement to the students and staff. Dr. Roberta Bondar was the Key Note speaker and, together with Vice-Chair John Dekker, presented the certificates to representatives from each of the 47 schools. After being served lunch in the gymnasium, teams of students from 6 schools made presentations on best practices.

The event was made possible through a grant from the Council of Directors in Education (CODE).

As part of this report, a brief visual presentation will be made highlighting the September 26th day of celebration as well as Niagara Catholic students and staff practicing environmental responsibility during the 2007-2008 school year.

The report on Celebrating Niagara Catholic EcoSchools is presented for information.

Prepared by: Frank Iannantuono, Superintendent of Education  
James Woods, Controller of Plant  
Mike Sheahan, Physical and Health Education Consultant

Presented by: Frank Iannantuono, Superintendent of Education  
James Woods, Controller of Plant  
Mike Sheahan, Physical and Health Education Consultant

Approved by: John Crocco, Director of Education

Date: October 14, 2008

TO: Niagara Catholic District School Board  
Committee of the Whole  
Public Session  
October 14, 2008

TOPIC: MANAGING INFORMATION FOR STUDENT ACHIEVEMENT (MISA)  
ONTARIO SCHOOL INFORMATION SYSTEM (ONSIS): STATUS REPORT

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The Managing Information for Student Achievement (MISA)  
Ontario School Information System (OnSIS): Status Report  
is presented for information.

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Prepared by: Yolanda Baldasaro, Superintendent of Education  
Robert DiPersio, Administrator of Special Projects

Presented by: Yolanda Baldasaro, Superintendent of Education  
Robert DiPersio, Administrator of Special Projects

Approved by: John Crocco, Director of Education

Date: October 14, 2008



## **REPORT TO THE COMMITTEE OF THE WHOLE MEETING OF OCTOBER 14<sup>TH</sup>, 2008**

### **Managing Information for Student Achievement (MISA) Ontario School Information System (OnSIS): Status Report**

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#### **Background and Overview**

MISA seeks to build Capacity at both the Provincial and School/Board levels through data management. This report provides an overview of the OnSIS expectations and the compliance of the Niagara Catholic District School Board within the process.

#### **Provincial Capacity Building**

The goal of OnSIS (Ontario School Information System) is to implement a web-enabled system for streamlining and improving the collection, management and reporting of elementary and secondary education related data.

OnSIS collects student information by school boards via Student Management Systems. The student management system employed by the Niagara Catholic District School Board is Maplewood. Information uploaded by schools and the Board to OnSIS includes data on courses, classes, students, educators and student achievement.

#### **School Board Capacity Building**

Schools and School Boards are expected to develop standards and guidelines for data management. This data management allows for informed decision making and instructional practice. Data Management is completed using our Board's Student Management System - Maplewood.

#### **MISA Professional Network Centres (PNCs)**

The MISA Professional Network Centres (PNCs) continue to promote sharing of effective practices. MISA PNCs provide useful forums for discussion about issues and opportunities related to evidence-informed decision making. The Ministry of Education will continue to fund PNCs this year and is also conducting a review to help ensure that future activities continue to build upon past successes and to capitalize on any new opportunities identified through consultation with the sector.

#### **MISA Collaboration Site**

Since launching the MISA Collaboration Site earlier this year, PNCs are pleased by the number of MISA Leaders utilizing this online resource. PNCs will continue to post information related to evidence-informed decision making to the site.

#### **MISA Funding for Local Capacity Building**

Ten million dollars (\$10 million) in total funding is being made available to school boards and authorities to continue MISA Local Capacity Building this year. These funds may be used to support OnSIS data submission-related activities. One million, six hundred thousand dollars (\$1.6 million) has been provided this year to support MISA PNCs. Since its inception, funding for MISA has been approximately \$100 million province wide.

#### **OnSIS News from the Ministry of Education**

Unlike last year, OnSIS reporting for 2008-09 and its deadlines are no longer tied to MISA funding purposes.

## 2007-2008 OnSIS Data Collection Schedule

2007-2008 OnSIS Data Submission Schedule

Data to be Collected	Notes	Count Date	Board Submission Start Date	Board Submission Completion Date
<b>October Data Submission</b> student data; course/class enrolment data; program data; educator data; Care, Treatment and Correctional Facility data	Dual credit course/class data will be collected starting with this submission. Further details will be provided in the next OnSIS Operational Note.	October 31, 2007	November 1, 2007	December 31, 2007
<b>March Data Submission</b> student data; educator data; course/class enrolment data; program data; secondary school calendar and option sheets	Collection calendar will be reviewed next year with the intent of moving the deadline for the 2008-09 March data submission to June 30	March 31, 2008	April 1, 2008	August 31, 2008 (Boards are encouraged to complete as early as possible ie. by June 30. Boards that do not complete by August 31 could face grant withholding of up to 50% of their monthly transfer payments starting in September 2008)
<b>Year End Data Submission - Elementary</b> student data; educator data; program data; suspension/ expulsion data; elementary student achievement data		June 30, 2008	July 1, 2008	September 30, 2008
<b>Year End Data Submission - Secondary</b> student data; educator data; course/class enrolment data; program data; suspension/ expulsion data; elementary student achievement data		June 30, 2008	July 1, 2008	September 5, 2008
<b>Night School Data Submission</b> student data; student achievement data including diplomas/certificates (secondary panel only)	Data for the full year	June 30, 2008	July 1, 2008	October 31, 2008
<b>Summer School Data Submission</b> student data; student marks and credits data (secondary panel only)		July 31, 2008	August 1, 2008	October 31, 2008
<b>Board Report</b> board & school personnel; teachers of exceptional students; continuing education data; language programs; SALEP; non-attendance; teacher appraisals	As in 2006-2007, data to be collected in spread sheet format	October 31, 2007	November 1, 2007	December 31, 2007
<b>Prior Learning and Recognition (PLAR) for Mature Students</b>	Please note that PLAR will be collected for regular and mature students.		July 1, 2008	September 5, 2008
<b>Technology in Schools Survey</b>		October 31, 2007	April 1, 2008	August 31, 2008

## MISA Local Building Capacity Plan for 2008-09 – YEAR FOUR

### Funding Payment Schedule

The Niagara Catholic District School Board has been allocated one hundred and the twenty-two thousand, two hundred and ninety-eight dollars (\$122,298) to support MISA eligible activities in the fiscal year 2008-2009. The first of two equal payments will be transferred to the board in October 2008. The second payment will be transferred in January 2009.

A progress report and a detailed financial statement at the conclusion of year four will be submitted to the Ministry of Education no later than April 30, 2009.

The report on Managing Information for Student Achievement (MISA)/Ontario School Information System (OnSIS): Status Report is presented for information.

**PREPARED BY:** Yolanda Baldasaro, Superintendent of Education  
Robert DiPersio, Administrator of Special Projects

**PRESENTED BY:** Yolanda Baldasaro, Superintendent of Education  
Robert DiPersio, Administrator of Special Projects

**APPROVED BY:** John Crocco, Director of Education

**DATE:** October 14, 2008



TO: Niagara Catholic District School Board  
Committee of the Whole  
Public Session  
October 14, 2008

TOPIC: PARENT INVOLVEMENT AND ENGAGEMENT: 2008-2009

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The report on  
Parent Involvement and Engagement: 2008-2009  
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  
Date: October 14, 2008



**REPORT TO THE  
COMMITTEE OF THE WHOLE  
MEETING OF OCTOBER 14<sup>TH</sup>, 2008**

**PARENT INVOLVEMENT AND ENGAGEMENT: 2008-2009**

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**Background**

The Ministry of Education continues to support a Provincial Parent Board, the Parent Involvement Committee at the Board level and a Parent Engagement Office as critical vehicles to implement Ontario's Parent Involvement Policy. The policy highlighted the vital role parents play in the development and education of their children and success of our schools.

**The following is a summary of the initiatives, which will go into effect for the 2008-2009 school year.**

1. Base mobilization funds of \$500 will be transferred to school boards and to school/school councils for the specific purpose of parental involvement at the school level.
2. ***PRO School Council Grants:*** These grants are open to school councils working alone or in partnership with another school/school council, parent group, or community organizations. Information is available at <http://www.edu.gov.on.ca/eng/parents/reaching.html>. This year's Parents Reaching Out Grants have been announced to boards and to our Principals/ Catholic School Councils. The maximum amount for the PRO School Council Grant is \$1000.
3. ***PRO Regional Grants*** are open to parent organizations, school boards, post-secondary or other non-profit organizations working in partnerships with parent organizations. Proposed projects must fall under at least one of the following headings: "Parents as Partners;" "Welcoming School Board and School Environments for Parents;" or " Skill Building Opportunities for Parents." Information is available at <http://www.edu.gov.on.ca/eng/parents/reaching.html>. The maximum amount for the PRO Regional Provincial Grant is \$30,000.
4. All PRO Grants applications for the 2008-2009 are to be completed and submitted online no later than October 24<sup>th</sup>, 2008.

The Niagara Catholic District School Board continues its support of Catholic School Councils with board-based funds to support their work at the local level.

Trustees will be kept informed of parental involvement initiatives such as the Annual Chairs/Council Member Meeting, Faith Formation, and the Annual Spring Convention being hosted by the Niagara Catholic Regional School Council in the 2008-2009 school year.

The staff report on the Parental Involvement and Engagement:  
2008-2009 is presented for information.

Prepared by: Yolanda Baldasaro, Superintendent of Education  
Presented by: Yolanda Baldasaro, Superintendent of Education  
Approved by: John Crocco, Director of Education  
Date: October 14, 2008

TO: Niagara Catholic District School Board  
Committee of the Whole  
Public Session  
October 14, 2008

TOPIC: COMPASSIONATE CARE RESOURCE AND RESPONSE GUIDE

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The Compassionate Care Resource and Response Guide  
is presented for information.

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

Presented by: Lee Ann Forsyth-Sells, Superintendent of Education  
Clare Ventresca, Principal, Assumption Catholic Elementary School

Approved by: John Crocco, Director of Education

Date: October 14, 2008



## REPORT TO THE COMMITTEE OF THE WHOLE MEETING OF OCTOBER 14, 2008

### The Compassionate Care Resource and Response Guide

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#### **BACKGROUND**

The Student Support Services' Department is pleased to present to the Committee of the Whole the revised *Compassionate Care Resource and Response Guide*. It has been developed and revised for use in the elementary and secondary schools of the Niagara Catholic District School Board, as a resource for Principals and their staffs, in the event bereavement occurs in their school community.

While death, disasters, or other traumatic events are part of the news every day, a sense of distance protects us from feeling overwhelmed by despair and anxiety. However, when such events happen close to home, they can have a dramatic effect on students, staff, and parents, in the school community. Tragic events can shatter everyday activities, and even when we are not directly affected, we may experience fear and emotional distress. While such crises may be hard for adults to cope with, they can be even more difficult for young people.

Responding effectively in the aftermath of the tragic event can make a difference in how young people move through the event. The *Compassionate Care Resource and Response Guide* offers an immediate resource for school staff to help establish a supportive, caring, and life affirming environment to encourage the spiritual and emotional well-being of all members of the school community. As a Catholic faith community, each school will bring its own rich resources to the suggestions provided in this guide. In the event of a tragedy, all members of the Niagara Catholic Community of believers will continue through their presence to respond to the needs of those whose lives have been touched by any loss.

"The Lord is near, dismiss all anxiety from your minds. Present your needs to God in every form of prayer ... Then God's peace, which is beyond all understanding, will guard your hearts and minds". Philippians 4:4-7.

As a Catholic faith community, we have always supported those grieving in our communities. This support will continue with the “Compassionate Care Team” from the Student Support Services’ Department serving the elementary and secondary schools in the Board. This team may be called upon to minister to those experiencing death, grief, and loss by providing assistance, guidelines, and suggestions in promoting an awareness of death and the grieving process during a crisis in a school community.

The information contained in the *Compassionate Care Resource and Response Guide* includes available community resources and suggestions that can be adapted to suit particular needs in schools.

The *Compassionate Care Resource and Response Guide* recommends that Principals establish a school Compassionate Care Team to assist with supporting students and family members. The Principal will inform staff, students, parents, and parish priests, and will work with the bereaved parents/family members, staff, students, and the Board’s Compassionate Care Team.

A special thanks is extended to the original Compassion Care Resource and Response Guide Committee members: Fr. John Vickers, Marie McKee, Chris Kerho, Gail Hill, Bob Armstrong, Dino Sicoli and to the Committee review members: Clare Ventresca, Dino Sicoli, Kelly Stephen, Nato Priolo, Sue Steinburg, Linda Boyer and Barb Hennessy for updating the guide.

**The Compassionate Care Resource and Response Guide  
is presented for information.**

PREPARED BY: Lee Ann Forsyth-Sells, Superintendent of Education  
Clare Ventresca, Principal, Assumption Catholic Elementary School

PRESENTED BY: Lee Ann Forsyth-Sells, Superintendent of Education

APPROVED BY: John Crocco, Director of Education

DATE: October 14, 2008

**TO: Niagara Catholic District School Board  
Committee of the Whole  
Public Session  
October 14, 2008**

**TOPIC: PUPIL ACCOMMODATION REVIEW UPDATE**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend to the Niagara Catholic District School Board that the Niagara Catholic Pupil Accommodation Review Schedule for 2008-2009 be approved.

**THAT** the Committee of the Whole recommend to the Niagara Catholic District School Board that the Niagara Catholic Pupil Accommodation Review Guidelines for Public Input be approved.

**THAT** the Committee of the Whole recommend to the Niagara Catholic District School Board that for the Pupil Accommodation Review Process for the 2008-2009 school year, in accordance with Board By-Law Section 17 - Rules of Order - Subsections 1 and 2; Board By-Law Section 13 - Delegations, be modified as outlined in the Niagara Catholic Pupil Accommodation Review Guidelines for Public Input.

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Prepared by: John Crocco, Director of Education  
Frank Iannantuono, Superintendent of Education  
James Woods, Controller of Plant Services

Presented by: John Crocco, Director of Education  
Frank Iannantuono, Superintendent of Education  
James Woods, Controller of Plant Services

Approved by: John Crocco, Director of Education

Date: October 14, 2008



## REPORT TO THE COMMITTEE OF THE WHOLE MEETING OF OCTOBER 14, 2008

### PUPIL ACCOMMODATION REVIEW UPDATE

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#### BACKGROUND INFORMATION

In October 2007, November 2007 and January 2008, the Niagara Catholic District School Board passed the following three motions to conduct Pupil Accommodation Reviews:

##### For Niagara Falls Elementary, October 23, 2007

**THAT** an Accommodation Review Committee (ARC) for the group of Niagara Falls elementary schools consisting of Father Hennepin Catholic Elementary School, Our Lady of Mount Carmel Catholic Elementary School, St. Joseph Catholic Elementary School, St. Mary Catholic Elementary School, St. Patrick Catholic Elementary School and St. Thomas More Catholic Elementary School be appointed to conduct an accommodation review in compliance with the Ministry of Education Pupil Accommodation Review Guidelines and the Niagara Catholic District School Board School Valuation Framework.

**THAT** regardless of the results of the Accommodation Review Committee process and the Ad Hoc Committee – Niagara Falls Boundaries recommendations, revised elementary and secondary attendance boundaries for Niagara Falls take effect no earlier than the 2009-2010 school year.

##### For St. Catharines Elementary, November 27, 2007

**THAT** the Niagara Catholic District School Board approve that an Accommodation Review Committee (ARC) for the group of St. Catharines schools consisting of St. Alfred Catholic Elementary School, St. Denis Catholic Elementary School, St. James Catholic Elementary School, Michael J. Brennan Catholic Elementary School, St. Nicholas Catholic Elementary School and Our Lady of Fatima Catholic Elementary School be appointed to conduct an accommodation review in compliance with the Ministry of Education's Pupil Accommodation Review Guidelines and the Niagara Catholic District School Board's School Valuation Framework.

##### For St. Catharines Secondary, January 29, 2008

**THAT** the Niagara Catholic District School Board approve that an Accommodation Review Committee (ARC) for the St. Catharines secondary schools, consisting of St. Francis Catholic Secondary School, Holy Cross Catholic Secondary School and Denis Morris Catholic High School, be appointed to conduct an accommodation review in compliance with the Ministry of Education's Pupil Accommodation Review Guidelines and the Niagara Catholic District School Board's School Valuation Framework.

Immediately following Board approval, a process began to form the three Accommodation Review Committees (ARCs); notify the school communities involved in the ARCs; and publicize the first public meeting of the ARCs which could occur no earlier than sixty (60) days from the appointment of the ARC.

## ARC Committees

Each Accommodation Review Committee consisted of:

- A Trustee
- The Family of Schools Superintendent
- From each affected school:
  - the school Principal
  - the Catholic School Council chair or designate,
  - one Priest from the local parish(es)
- A Municipal Councillor
- A Member of the Business Community

## Working Committee Meetings and Public Input

The required four Public Meetings were held for Niagara Falls Elementary, St. Catharines Elementary and St. Catharines Secondary as outlined in Appendices 1, 2 and 3. Each Public Meeting had specific objectives in sharing information and to seek input from the community.

### *1<sup>st</sup> ARC Public Meeting*

- At the first public meeting, each of the ARCs described its mandate, outlined the pupil accommodation review, and gave the public a briefing on the data and issues to be addressed. The ARCs also described how the Generic School Valuation Framework had been customized. The ARCs received community input.

### *2<sup>nd</sup> ARC Public Meeting*

- At the second public meeting, each of the ARCs presented the draft school-specific, valuation report under the customized School Valuation Framework for the schools under consideration to the public and received community input.

### *3<sup>rd</sup> ARC Public Meeting*

- At the third public meeting, each of the ARCs received community input on the accommodation options to be considered and received community input.

### *4<sup>th</sup> ARC Public Meeting*

- At the fourth public meeting, each of the ARCs presented the draft School Valuation Report to the public and received community input. The ARCs made changes to the reports based on feedback at the meeting.

While Working Committee Meetings are open to the public, only ARC members are eligible to participate in committee discussions. Each Working Committee meeting had specific expectations to achieve to ensure compliance with Ministry of Education timelines.

All Working Committee and Public Consultation meetings were electronically recorded for accuracy within the minutes. Unapproved minutes were provided to all members of the ARC for review, edit and approval by motion at the next ARC meeting. All approved minutes and Power Point presentations were promptly posted on the Niagara Catholic District School Board web-site under Accommodation Review. The transparent and open process followed by the ARCs was positively commented on by members of the ARCs, schools, community members and media. The process followed was in full compliance with the Ministry of Education *Pupil Accommodation Review Guidelines* and Niagara Catholic District School Board Policy 701.2 (refer to Appendix 4).



## **Mandate of the ARCs**

The mandate of the Accommodation Review Committees was to assess and study each of the identified schools involved on the basis of the school's value to students, the school board, the community and the local economy according to specific criteria that are equally applied to all schools involved in the accommodation review. The ARCs weigh the value of the schools to the student above the other factors to be assessed. A final report is to be submitted to the Director of Education by September 2008 providing recommendations on a range of accommodation options respecting the group of schools.

The targeted outcome was recommendations for efficient, long term solutions to continue to provide excellence in Catholic education for our students, parents and the communities.

## **ARC School Consideration**

Based on the Ministry of Education and Board Policy 701.2, the following criteria were required to be considered for a school or group of schools to be considered for an ARC,;

- a) school or group of schools unable to provide a suitable and equitable range of learning opportunities for students
- b) school or group of schools has or will experience an adverse impact on learning opportunities for students due to declining enrolment
- c) reorganization involving a school or group of schools could enhance program and learning opportunities for students
- d) teaching / learning spaces are not suitable to provide the programs needed to serve the community and retrofitting may be cost prohibitive
- e) under normal staffing allocation practices, it would be necessary to assign three grades to one class in one or more of the schools
- f) one or more of the schools is experiencing higher building maintenance expenses than the average for the system and / or is in need of major capital improvements
- g) in one or more of the schools there are safety and / or environmental concerns attached to the building, the school site or its locality
- h) the consolidation of schools is in the best interest of the overall school system
- i) it has been no less than five (5) years since the inception of a study of the school by an Accommodation Review Committee

## **Range of Factors to Consider**

ARC's are required to consider the following in their deliberations;

- a) Enrolment and demographics key to overall operating and capital funding
- b) Growth areas overshadowed by declining enrolment / surplus space
- c) Maintain the schools and to continue to monitor them
- d) Reorganize the schools, their programs or their grade structures
- e) Major program relocation with respect to one or more of the schools
- f) New school construction or additions to existing schools
- g) Use of portables
- h) Change boundaries of the schools
- i) Consolidation or closure of a schools
- j) Others as determined by the ARC

## **ARC Meeting and Expectations**

With the specific expectations, process and timelines required by the Ministry of Education and Board Policy, a final report and accompanying recommendations from the ARCs was submitted to the Director of Education in early September, 2008. The final reports were presented as “draft” reports for input and comments at the final public consultation meetings. Following the meetings, members of the ARC reviewed and considered all input and comments. Approved modifications to the recommendation section of the reports were made in accordance with the consensus of the committees. Members of the ARCs supported the final report as amended. The Niagara Falls, St. Catharines Elementary, and St. Catharines Secondary Accommodation Review Committees’ School Valuation and Recommendation Reports were submitted to John Crocco, Director of Education within the required timelines.

## **NEXT STEPS**

1. The next step in the process is for Senior Staff to review the recommendations in the School Valuation Reports and, no sooner than thirty (30) days after the ARC reports were delivered to the Director of Education, to prepare a report including pupil accommodation recommendations. The Board is to hold a meeting for public input no sooner than thirty (30) days after Staff’s report and recommendations are presented to the Board in public session, in order to provide an opportunity for the public to make formal presentations to the Board regarding Senior Staff’s report to the Board and the matters that are addressed in it and in the ARC School Valuation Report. A draft Board timeline of Pupil Accommodation Review meetings is submitted for review and Board approval (Appendix 5). In preparation for the Special Board Meetings for Public Input, a draft Pupil Accommodation Review Guideline (Appendix 6), which will modify the Board By-Law 13 for Delegations for this purpose only, is submitted for review and Board approval.
2. Following the Board meeting for public input, Staff will prepare a Follow-up Report to the Board in which it will report on and respond to the presentations made by the public, for the next regularly scheduled Board meeting. Staff may revise its earlier recommendations to the Board. Staff’s follow-up report will be released publicly and will be posted on the Board’s website.
3. The Board will make its decision regarding the school accommodation recommendations in the ARC Report, Staff’s Report and Staff’s Follow-up Report to the Board at a regularly scheduled meeting, which will occur no sooner than:
  - sixty (60) days after the presentation of the Staff’s Report,
  - thirty (30) days after the Board meeting for public input, and
  - fifteen (15) days after the Staff’s Follow-up Report is released publicly.

## **RECOMMENDATIONS**

**THAT** the Committee of the Whole recommend to the Niagara Catholic District School Board that the Niagara Catholic Pupil Accommodation Review Schedule for 2008-2009 be approved.

**THAT** the Committee of the Whole recommend to the Niagara Catholic District School Board that the Niagara Catholic Pupil Accommodation Review Guidelines for Public Input be approved.

**THAT** the Committee of the Whole recommend to the Niagara Catholic District School Board that for the Pupil Accommodation Review Process for the 2008-2009 school year, in accordance with Board By-Law Section 17 – Rules of Order – Subsections 1 and 2; Board By-Law Section 13 – Delegations, be modified as outlined in the Niagara Catholic Pupil Accommodation Review Guidelines for Public Input.

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Prepared by:        John Crocco, Director of Education  
                             Frank Iannantuono, Superintendent of Education  
                             James Woods, Controller of Plant

Presented by:        John Crocco, Director of Education  
                             Frank Iannantuono, Superintendent of Education  
                             James Woods, Controller of Plant

Approved by:        John Crocco, Director of Education

Date:                    October 14, 2008

### **Attachments:**

Appendix 1;        Niagara Falls ARC Meeting Dates

Appendix 2:        St. Catharines Elementary ARC Meeting Dates

Appendix 3:        St. Catharines Secondary ARC Meeting Dates

Appendix 4:        NCDSB Policy 701.2 Closure of Schools/Accommodation Review

Appendix 5:        Draft Pupil Accommodation Review Schedule – 2008-2009

Appendix 6:        Draft Pupil Accommodation Review Guideline for Public Input



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## APPENDIX 1

### NIAGARA FALLS ACCOMMODATION REVIEW COMMITTEE (ARC) - MEETING DATES AND EXPECTATION SUMMARY

LOCATION: SAINT MICHAEL CATHOLIC HIGH SCHOOL – MUSTANG THEATRE

Meeting	Expectation	Date	Time
1 <sup>st</sup> ARC Working Committee Meeting	<ul style="list-style-type: none"> <li>✓ Presentation of ARC mandate</li> <li>✓ Terms of Reference</li> <li>✓ Background Information (Process, Data, Issues)</li> <li>✓ Customizing the Generic School Valuation Template and Scoring Rubric</li> </ul>	Wednesday, March 26 <sup>th</sup> , 2008	6.30 p.m. to 9.00 p.m.
1 <sup>st</sup> ARC Public Meeting	<ul style="list-style-type: none"> <li>✓ Presentation of ARC Mandate</li> <li>✓ Background Information (Process, Data, Issues)</li> <li>✓ Presentation of customized School Valuation Framework for community input</li> </ul>	Wednesday, April 2 <sup>nd</sup> , 2008	6.00 p.m. to 8.00 p.m.
2 <sup>nd</sup> ARC Working Committee Meeting (Tentative 2b ARC Meeting)	<ul style="list-style-type: none"> <li>✓ Consider Feedback from ARC's 1<sup>st</sup> Public Meeting</li> <li>✓ Discussion and Feedback re tour of ARC Schools *</li> <li>✓ Complete School Specific Valuation Framework for all Six ARC Schools</li> </ul>	Wednesday, April 23 <sup>rd</sup> , 2008 * Monday, April 7 <sup>th</sup> , 2008 * Thursday, April 10 <sup>th</sup> , 2008 (2b - Wednesday, April 30 <sup>th</sup> , 2008)	6.30 p.m. to 9.00 p.m.  * 6.00 to 9.00 p.m.
2 <sup>nd</sup> ARC Public Meeting	<ul style="list-style-type: none"> <li>✓ Presentation of School Specific Valuation Framework Reports for community input</li> </ul>	Wednesday, May 7 <sup>th</sup> , 2008	6.00 p.m. to 8.00 p.m.
3 <sup>rd</sup> ARC Working Committee Meeting (Tentative 3b ARC Meeting)	<ul style="list-style-type: none"> <li>✓ Consider Feedback from ARC's 2<sup>nd</sup> Public Meeting</li> <li>✓ Presentation of Accommodation Data and Options</li> <li>✓ Confirm Options for 3<sup>rd</sup> ARC public presentation</li> </ul>	Monday, May 12 <sup>th</sup> , 2008 (3b - Tuesday, May 20 <sup>th</sup> , 2008)	6.30 p.m. to 9.00 p.m.
3 <sup>rd</sup> ARC Public Meeting	<ul style="list-style-type: none"> <li>✓ Presentation of Accommodation Data and Options for community input</li> </ul>	Wednesday, May 28 <sup>th</sup> , 2008	6.00 p.m. to 8.00 p.m.
4 <sup>th</sup> ARC Working Committee Meeting	<ul style="list-style-type: none"> <li>✓ Consider Feedback from ARC's 3<sup>rd</sup> Public Meeting</li> <li>✓ Completion of Draft ARC Report to the Director of Education for 4<sup>th</sup> ARC public presentation and input</li> </ul>	Wednesday, June 4 <sup>th</sup> , 2008	6.30 p.m. to 9.00 p.m.
4 <sup>th</sup> ARC Public Meeting	<ul style="list-style-type: none"> <li>✓ Presentation of Draft ARC Report to the Director of Education for community input</li> </ul>	Wednesday, June 18 <sup>th</sup> , 2008	6.00 p.m. to 8.00 p.m.
5 <sup>th</sup> ARC Working Committee Meeting	<ul style="list-style-type: none"> <li>✓ Consider feedback from ARC's 4<sup>th</sup> Public Meeting</li> <li>✓ Finalize ARC Report to Director of Education</li> </ul>	Wednesday, June 18 <sup>th</sup> , 2008	8.00 p.m. to 9.30 p.m.



## ST. CATHARINES ELEMENTARY ACCOMMODATION REVIEW COMMITTEE MEETING DATES

## APPENDIX 2

<i>Action</i>	<i>By Whom</i>	<i>Mandatory Timeline</i>	<i>Scheduled Meeting Date</i>	<i>Mandatory Constraints</i>
Preliminary Report to the Board through CW	Director	Discretion	November 13 <sup>th</sup> , 2007	
Board decision to establish an ARC	Board	Discretion	November 27 <sup>th</sup> , 2007	
Notice of Board decision to establish an ARC	Principals	Within one week of decision	January 24 <sup>th</sup> , 2008	
Notice of first ARC Public Meeting	ARC	At least 60 days prior to the meeting.*	January 24 <sup>th</sup> , 2008	60 days notice given
1 <sup>st</sup> Working Meeting	ARC	Discretion	Thursday February 28 <sup>th</sup> , 2008	
Delivery of Information Package to ARC	Staff	No later than ARC's first public meeting	Thursday February 28 <sup>th</sup> , 2008	
First ARC Public Meeting	ARC	As scheduled by ARC	Thursday April 10 <sup>th</sup> , 2008	
Notice of second ARC Public Meeting	ARC	At least two weeks prior to the meeting	Thursday April 24 <sup>th</sup> , 2008	
2 <sup>nd</sup> Working Meeting	ARC	Discretion	Thursday March 27 <sup>th</sup> , 2008	
3 <sup>rd</sup> Working Meeting	ARC	Discretion	Tuesday April 22 <sup>nd</sup> , 2008	
Second ARC Public Meeting	ARC	As scheduled by ARC	Thursday May 8 <sup>th</sup> , 2008	



**ST. CATHARINES ELEMENTARY ACCOMMODATION REVIEW  
COMMITTEE MEETING DATES**

**APPENDIX 2**

<i><b>Action</b></i>	<i><b>By Whom</b></i>	<i><b>Mandatory Timeline</b></i>	<i><b>Scheduled Meeting Date</b></i>	<i><b>Mandatory Constraints</b></i>
Notice of third ARC Public Meeting	ARC	At least two weeks prior to the meeting	Thursday May 15 <sup>th</sup> , 2008	
4th Working Meeting	ARC	Discretion	Thursday May 22 <sup>nd</sup> , 2008	
Third ARC Public Meeting	ARC	As scheduled by ARC	Thursday May 29 <sup>th</sup> , 2008	
Notice of the fourth ARC Public Meeting	ARC	At least two weeks prior to the meeting	Thursday June 5 <sup>th</sup> , 2008	
5 <sup>th</sup> Working Meeting	ARC	Discretion	Tuesday June 17 <sup>th</sup> , 2008	
Fourth ARC Public Meeting	ARC	As scheduled by ARC	Thursday June 19 <sup>th</sup> , 2008	
Submission of ARC School Valuation Report	ARC	Not earlier than 90 days after the beginning and not later than 95 days after the beginning of ARC's first public meeting.*	TBD	Between Sept. 14 <sup>th</sup> and September 19 <sup>th</sup> , 2008
Staff's Report and recommendations	Staff	Not less than 30 days after the ARC report was submitted to the Director of Education	TBD	No earlier than October 15 <sup>th</sup> , 2008
Director sets dates for Board meeting for public input, and for Board meeting to decide accommodation	Board	As scheduled by the Director	Special Meeting for Public Input – TBD Decision - TBD	



## ST. CATHARINES SECONDARY ACCOMMODATION REVIEW COMMITTEE MEETING DATES

## APPENDIX 3

<i>Action</i>	<i>By Whom</i>	<i>Mandatory Timeline</i>	<i>Scheduled Meeting Date</i>	<i>Mandatory Constraints</i>
Preliminary Report to the Board through CW	Director	Discretion	January 15 <sup>th</sup> , 2008	
Board decision to establish an ARC	Board	Discretion	January 29 <sup>th</sup> , 2008	
Notice of Board decision to establish an ARC	Principals	Within one week of decision	January 24 <sup>th</sup> , 2008	
Notice of first ARC Public Meeting	ARC	At least 60 days prior to the meeting.*	January 24 <sup>th</sup> , 2008	60 days notice given
1 <sup>st</sup> Working Meeting	ARC	Discretion	Wednesday February 27 <sup>th</sup> , 2008	
Delivery of Information Package to ARC	Staff	No later than ARC's first public meeting	Wednesday February 27 <sup>th</sup> , 2008	
First ARC Public Meeting	ARC	As scheduled by ARC	Monday, April 7 <sup>th</sup> , 2008	
Notice of second ARC Public Meeting	ARC	At least two weeks prior to the meeting	Monday April 21 <sup>st</sup> , 2008	
2 <sup>nd</sup> Working Meeting	ARC	Discretion	Wednesday March 26 <sup>th</sup> , 2008	
3 <sup>rd</sup> Working Meeting	ARC	Discretion	Wednesday April 2 <sup>nd</sup> , 2008	
Second ARC Public Meeting	ARC	As scheduled by ARC	Monday May 5 <sup>th</sup> , 2008	
Notice of third ARC Public Meeting	ARC	At least two weeks prior to the meeting	Monday May 12 <sup>th</sup> , 2008	
4th Working Meeting	ARC	Discretion	Wednesday April 30 <sup>th</sup> , 2008	
Third ARC Public Meeting	ARC	As scheduled by ARC	Monday May 26 <sup>th</sup> , 2008	
Notice of the fourth ARC Public Meeting	ARC	At least two weeks prior to the meeting	Thursday June 2 <sup>nd</sup> , 2008	
5 <sup>th</sup> Working Meeting	ARC	Discretion	Wednesday May 21 <sup>st</sup> , 2008	
6 <sup>th</sup> Working Meeting	ARC	As scheduled by ARC	Wednesday June 11 <sup>th</sup> , 2008	
Fourth ARC Public Meeting	ARC	As scheduled by ARC	Monday June 16 <sup>th</sup> , 2008	

**Niagara Catholic District School Board**

**CLOSURE OF SCHOOLS/ACCOMMODATION REVIEW  
POLICY**

Adopted: April 28, 1998  
Revised: March 27, 2007

Policy No. 701.2

**STATEMENT OF POLICY**

The Niagara Catholic District School Board recognizes its responsibility:

1. to provide adequate accommodation and instruction for all pupils attending its schools;
2. to operate its schools economically and efficiently, while taking into account the best education of the pupils, within the limits of the Board's available resources;
3. to provide a Catholic atmosphere in its schools by means of its teaching staff and the fostering of a spirit of cooperation between the home, the school and the church; and
4. to maintain good communication with stakeholders concerning possible changes in the status of a school or of school boundaries;

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

The Director of Education shall make recommendations to the Board to establish a local Accommodation Review Committee, which would review a school for potential closure. The process shall follow the requirements of the [Ministry of Education - Pupil Accommodation Review Guidelines](#).

The Board shall consider the closure of a school following the submission of a report from a local Accommodation Review Committee, as established in the Administrative Guidelines issued by the Director of Education.

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



Niagara Catholic District School Board

**CLOSURE OF SCHOOLS/ACCOMODATION REVIEW  
POLICY**

Issued: April 28, 1998

Policy No. 701.2

Revised: September 12, 2000

December 11, 2007

**ADMINISTRATIVE GUIDELINES**

**BACKGROUND**

The Closure of Schools/Pupil Accommodation Review Policy and Administrative Guidelines implements the Pupil Accommodation Review Guidelines released by the Ministry of Education on October 31, 2006. A copy of the Pupil Accommodation Review Guidelines, and the Ministry document entitled “Administrative Review of the Accommodation Review Process” along with this Policy and Administrative Guidelines will be posted on the website and will be made available at the Catholic Education Centre.

**CONTEXT**

The Board’s elementary schools are organized as families of schools, linked to a secondary school. The goal of providing a suitable and equitable range of learning opportunities in a school or family of schools requires monitoring and active curriculum and programming decisions. Decisions that might require consolidation, closure or major program relocation will take into account the needs of all of the students in all of the schools in a particular group. There may, however, be circumstances in which a single school should be studied for closure or relocation.

Any decisions under the Policy and Administrative Guidelines will take into account the Niagara Catholic District School Board’s Capital Plan.

The following outlines circumstances where Boards are not obligated to undertake an accommodation review:

- Where a replacement school is to be rebuilt by the Board on the existing site or located within the existing school attendance boundary as identified through the Board’s existing policies.;
- When a lease is terminated;
- When the Board is considering the relocation of a grade or grades, or a program, where the enrolment in the grade or grades, or program, constitutes less than 50% of the enrolment of the school;
- When the Board is repairing or renovating a school, and the school community must be temporarily relocated to ensure the safety of students during the renovations;
- Where a facility has been serving as a holding school for a school community

whose permanent school is under construction or repair.

## PROCEDURES

### 1. **The Preliminary Report**

The Director and/or designate will present a preliminary report to the Board identifying a school or group of schools in which challenges may be faced in providing a suitable and equitable range of learning opportunities for students, and in respect of which there may be a need to consider the possible consolidation, closure or major program relocation in respect of one or more schools.

A school or group of schools may be considered for study if one or more of the following conditions apply:

- The school or group of schools is unable to provide a suitable and equitable range of learning opportunities for students;
- The school or group of schools has experienced or will experience an adverse impact on learning opportunities for students due to declining enrolment;
- Reorganization involving the school or group of schools could enhance program and learning opportunities for students;
- Teaching/learning spaces are not suitable to provide the programs needed to serve the community and retrofitting may be cost prohibitive;
- Under normal staffing allocation practices, it would be necessary to assign three grades to one class in one or more of the schools;
- One or more of the schools is experiencing higher building maintenance expenses than the average for the system and/or is in need of major capital improvements;
- In respect of one or more of the schools there are safety and/or environmental concerns attached to the building, the school site or its locality;
- The consolidation of schools is in the best interests of the overall school system;
- It has been no less than five years since the inception of a study of the school by a Program and Accommodation Review Committee, except where extenuating circumstances warrant, such as an unexpected economic or demographic shift, or a change in a school's physical condition.

### 2. **Establishing an Accommodation Review Committee**

After reviewing a Preliminary Report from staff, the Board may direct the formation of an Accommodation Review Committee ("ARC") for a group of schools or for a single school.

Parents/guardians, school staff and school council members of the affected schools will be informed by staff, within one week, in writing, through their respective schools, of the Board's decision to form an ARC. The decision will

be posted on the Board's website.

### **2.1 The Mandate of the ARC**

The ARC will study, report and make recommendations on the accommodation options respecting the group of schools or single school referred to it in the manner set out below.

### **2.2 Composition of the ARC**

The ARC will consist of the following persons:

- One Trustee, preferably the one who represents the area under study;
- The Director or designate
- From each affected school:
  - the school Principal
  - the Catholic School Council chair or designate,
  - one Priest from the local parish(es)

Once the ARC is constituted, it will invite a municipal councillor or delegate and a member of the business community to join the ARC. The ARC will be deemed to be properly constituted whether or not all of the listed members are willing and able to participate.

The ARC has the authority to co-opt additional members.

### **2.3 Operation of the ARC**

The Director will appoint the Chair of the ARC. The Chair will convene and chair meetings, and will, in cooperation with the Director or designate ensure that the ARC successfully carries out its obligations under this Policy.

The Director will also appoint a secretary and resource person as required.

Other resource personnel can be requested to provide information to the ARC including employees or consultants for third party private and public bodies such as municipalities, post-secondary institutions and coterminous school boards.

### **2.4 Meetings of the ARC**

The ARC will complete its work within the timelines in this Policy.

The ARC Chair will call the first public meeting of the ARC no earlier than sixty (60) days after the date of its appointment, excluding from the calculation school holidays such as summer vacation, Christmas break and Spring break.

The ARC will meet as often as required.

Prior to the first public meeting, the ARC will customize the Board's Generic School Valuation Framework referred to in the [Appendix A](#) for application to the schools under review. The ARC may add factors to both but may not subtract or alter factors. The ARC will make the customized School Valuation Framework public prior to its

public meetings.

The ARC will hold at least four public meetings in accessible facilities:

- At the first public meeting, the ARC will describe its mandate, outline the pupil accommodation review, and give the public a briefing on the data and issues to be addressed. The ARC will also describe how the Generic School Valuation Framework referred to in **Appendix A** has been customized. The ARC will receive community input.
- At the second public meeting, the ARC will present its draft school-specific valuation reports under the customized School Valuation Framework for the schools under consideration to the public and will receive community input.
- At the third public meeting, the ARC will receive community input on the accommodation options to be considered and will receive community input.
- At the fourth public meeting, the ARC will present its draft School Valuation Report to the public and will receive community input. The ARC may make changes to the report based on feedback at the meeting.

Public notice of the public meetings will be provided through school newsletters, letters to the school community, the Board's website and advertisements in local community newspapers, and will include date, time, location, purpose, contact name and number. Notice of the first public meeting will be provided no less than sixty (60) days in advance of the meeting, excluding from the calculation school holidays such as summer vacation, Christmas break and Spring break. A minimum of two weeks notice will be provided in respect of the other public meetings.

Meetings of the ARC will be open to the public.

Detailed minutes will be kept of the ARC meetings and will be posted on the Board's website.

The ARC will provide information to the affected school communities on an ongoing basis.

### **2.5 The Work of the ARC**

The Niagara Catholic District School Board is committed to providing the best educational opportunities for its resident pupils. Active curriculum and programming decisions that might require school consolidation, closure or program relocation must take into account the needs of all of the students in all of the schools in a particular group, recognizing that the schools form a community and have a common set of interests.

In carrying out its mandate the ARC will weigh the value of the schools to the student above the other factors to be assessed.

### **2.6 The ARC School Valuation Report**

The ARC will prepare a School Valuation Report based on the customized

school valuation framework, and will provide its report to Staff on the matters to be addressed in Staff's report to the Board considering questions set out in **Appendix B** and may consider such additional questions that may be deemed appropriate.

The ARC will also ensure that the following issues are addressed:

- The implications for the program for students both in the school under consideration for consolidation, closure or program relocation and in the school(s) where programs may be affected.
- The effects of consolidation, closure or program relocation on the following:
  - The attendance area defined for the schools
  - Attendance at other schools
  - The need and extent of bussing
- The financial effects of consolidating or not consolidating the school, including any capital implications
- Revenue implications as a result of the consolidation, closure or program relocation
- Savings expected to be achieved as a result of the consolidation, closure or program relocation
  - School operations (heating, lighting, cleaning, routine maintenance)
  - Expenditures to address school renewal issues which will not longer be required
- Additional expenditures, if any, at schools which will accommodate students displaced as a result of a consolidation, closure or program relocation decision taken by the board
  - School operations (heating, lighting, cleaning, routine maintenance)
  - School administration
  - School renewal
  - Transportation
- Net savings/costs associated with:
  - Teaching staff
  - Paraprofessionals
  - Student transportation
- The possible alternative use or disposition of an empty building

The ARC will submit its School Valuation Report to the Director of Education not earlier than ninety (90) days and not later than ninety-five (95) days after the beginning of the ARC's first public meeting, excluding from the calculation school holidays such as summer vacation, Christmas break and Spring break.

### **2.7 Information and Documentation**

An information package necessary to permit the ARC to carry out its mandate will be provided by staff.

The package will include the following with plain language explanations, which will also be made available to the public via posting on the Board's website and in print format at the Catholic Education Centre:

- The most recent Capital Plan of the Board to provide a context for the

- accommodation review;
- Background information regarding the schools located within the area of the accommodation review. This information is to include, but not necessarily be limited to, the following:
    - Organization and programming information for each school under study
    - Maps of area
    - Enrolment and capacity information for each school in the review area;
    - Information outlining where students attending each school in the review area reside;
    - Demographic projections concerning future enrolments at schools within the review area;
    - Information on transportation
    - Floor plans of schools under study
    - Site plans of schools under study
    - Data on portables
    - Expenditures and revenues for each school in the review area with particular emphasis on school operations (ie heating, lighting, cleaning, routine maintenance), school administration;
    - Information regarding renewal needs of each school in the review area; and
    - Information regarding the current community use of each school in the review area.
      - tenant information/agreements and other relevant information.
    - Alternate accommodation plans for the students in the schools located within the area of the accommodation review including suggestions as to where the students could be accommodated, what changes to existing facilities might be required, what programs could be available to the students, and associated transportation requirements.

Board Staff will respond to reasonable requests for additional information from the ARC and will append responses to the minutes of the meetings at which the questions prompting the responses were raised, and will post the responses on the Board's website.

### 3. **Consideration of the ARC School Valuation Report**

#### **3.1 Staff's Report to the Board**

Staff, under the direction of the Director of Education, will review the ARC's School Valuation Report and prepare a report to the Board through the Committee of the Whole.

Staff's report will include as appendices the ARC's School Valuation Report and recommendations, the information package provided to the ARC, minutes of the ARC meetings and any material received by the ARC or the Board from the public.

The recommendation accompanying Staff's report will be one or more of the

following:

- To maintain the schools and to continue to monitor them;
- To reorganize the schools, their programs or their grade structures;
- To change the boundaries of the schools;
- To consolidate and/or close one or more of the schools.

Staff's report and recommendations will be submitted to the Board in public session at a regularly scheduled meeting not less than thirty (30) days after the ARC School Valuation Report was submitted to the Director of Education.

### **3.2 Board Meeting for Public Input**

The Board will hold a meeting for public input no sooner than thirty (30) days after Staff's report and recommendations are presented to the Board in public session, in order to provide an opportunity for the public to make formal presentations to the Board concerning Staff's report and the matters that are addressed in it and in the ARC School Valuation Report. On the date that the Board schedules the Meeting for public input, it will also schedule the Board meeting to consider school accommodation referred to in [s. 3.4](#) of these guidelines.

A minimum of two weeks notice of the public Board meeting for input will be provided via school newsletters, letters to the school community, the Board's website and advertisements in local community newspapers and will include date, time, location, purpose, contact name and number.

The public may provide written input to the Director of Education at any time.

### **3.3 Staff's Follow-up Report to the Board**

Following the Board meeting for public input, Staff will prepare a report to the Committee of the Whole in which it will report on and respond to the representations made by the public, for the next regularly scheduled Board meeting. Staff may revise its earlier recommendations to the Board through the Committee of the Whole.

Staff's follow-up report will include copies of the presentations made by the public during the board meeting for public input and those received directly, and minutes of the Board meeting for public input.

Staff's follow-up report will be released publicly and be posted on the Board's website.

### **3.4 Board Meeting to Consider School Accommodation**

The Board will make its decision regarding the school accommodation recommendations in the ARC Report, Staff's Report and Staff's Follow-up Report to the Board at a regularly scheduled meeting, which will not occur

sooner than sixty (60) days after the presentation of the Staff's Report, thirty (30) days after the Board meeting for public input and fifteen (15) days after the Staff's Follow-up Report is released publicly.

Public notice of the meeting at which the Board will make its decision regarding the school accommodation report will be provided through school newsletters, letters to the school community, the Board's website and advertisements in local community newspapers, and will include date, time, location, purpose, contact name and number at least sixty (60) days prior to the date of the Board meeting, excluding from the calculation school holidays such as summer vacation, Christmas break and Spring break.

Parents/Guardians, Staff and School Council members will be informed, in writing, through their respective schools, of the Board's decision, which will also be posted on the Board's website.

The Board may make any accommodation decision that it deems advisable in relation to the schools under review by an ARC despite an ARC recommendation to the contrary.

If the Board decision is consolidation, closure or program relocation, the following school year will be used to plan for and implement the Board's decision, except where the Board and the affected community believe that earlier action is required. The Board decision will set clear timelines.

### **3.5 Administrative Review of the Accommodation Review Process**

The Ministry of Education has provided a process for an individual(s) to initiate a review of the Accommodation Review Process - [Ministry of Education, Administrative Review of the Accommodation Review Process](#). A copy of the Ministry of Education, Administrative Review of the Accommodation Review Process is also available at the Catholic Education Centre.

#### **4. The School Integration Process**

If the Board decision is consolidation, closure, or program relocation, it is important that the integration of students and staff into their new school(s) is achieved in a way that is positive and supportive for the students and parents of the respective school communities. This process of integration should be carried out in consultation with parents and staff.





NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

**APPENDIX 5**

***PUPIL ACCOMMODATION REVIEW SCHEDULE – 2008-2009***

<b>Meeting</b>	<b>Expectation</b>	<b>Date Restrictions</b>	<b>Date</b>
Submission of ARC School Valuation Report to the Director of Education	Not earlier than 90 days after the beginning and not later than 95 days after the beginning of the ARC's first public meeting	Niagara Falls Between Sept. 5 <sup>th</sup> and 10 <sup>th</sup> , 2008  St. Catharines – Between Sept. 11 <sup>th</sup> and Sept.16 <sup>th</sup> , 2008	Submitted Sept. 8 <sup>th</sup> , 2008  Submitted Sept. 12 <sup>th</sup> , 2008
Staff's Report and Recommendations	Not less than 30 days after the ARC report was submitted to the Director of Education	Not before; Niagara Falls – Oct. 8 <sup>th</sup> , 2008 St. Catharines – Oct. 10 <sup>th</sup> , 2008	Committee of the Whole December 2 <sup>nd</sup> , 2008  Board Meeting December 16 <sup>th</sup> , 2008
Director sets dates for Special Board meeting for public input and for Board meeting to decide accommodation	As scheduled by the Director of Education		Special Board Meetings  Niagara Falls - Feb.17 <sup>th</sup> / 09 St. Catharines - Feb. 18 <sup>th</sup> and February 23 <sup>rd</sup> , 2009
Notice of Board Meeting for Public Input	As scheduled by the Board but not sooner than 30 days after Staff's Report and recommendations are presented to the Board through CW in public session	Not before January 27 <sup>th</sup> , 2009	January 28 <sup>th</sup> , 2009
Staff's follow-up report on accommodation	Next regularly scheduled Board meeting through the Committee of the Whole		Committee of the Whole March 10 <sup>th</sup> , 2009  Board Meeting March 31 <sup>st</sup> , 2009
Notice of Board Meeting to decide accommodation	At least 60 days prior to the Board meeting	No later than March 22 <sup>nd</sup> , 2009	
Board Meeting to decide accommodation	At a regularly scheduled meeting which will not occur sooner than 60 days after the presentation of Staff's Report, 30 days after the Board Meeting for public input and 15 days after Staff's follow-up report as released publicly	Not before March 22 <sup>nd</sup> , 2009 Not before April 2 <sup>nd</sup> , 2009 Not before April 19 <sup>th</sup> , 2009	Board Meeting May 26 <sup>th</sup> , 2009
Notice of Decision on Accommodation	Within one week of decision	Not before June 2 <sup>nd</sup> , 2009	June 3 <sup>rd</sup> , 2009

## PUPIL ACCOMMODATION REVIEW GUIDELINES FOR PUBLIC INPUT

As required by the Closure of Schools/ Accommodation Review Policy of the Niagara Catholic District School Board, the Board will hold a special Board meeting for public input regarding the School Valuation Report filed by the Accommodation Review Committee and the Director's Report. These special Board meetings are scheduled as follows:

Niagara Falls Elementary, 7:00 p.m. February 17, 2009, at Saint Michael Catholic HS

St. Catharines Elementary, 7:00 p.m. February 18, 2009, at Denis Morris Catholic HS

St. Catharines Secondary, 7:00 p.m. February 23, 2009, at Denis Morris Catholic HS

The public may provide a written report to the Director of Education at any time.

The following Guidelines describe the public meeting process.

### Delegation Application Process

The public meeting will follow the By-law of the Board for public delegations in modified form, as set out below. The modifications are intended to facilitate public participation.

(a) Written application requesting the opportunity to appear as a delegation must be submitted to the Director of Education no later than 4:00 p.m. on February 10, 2009.

(b) The following information should be included with this application

:

(i) The name of the organization/individuals(s) or party(ies) who will be making the presentation;

(ii) Their authority/title/position with the organization (if applicable);

(iii) A complete mailing address;

(iv) A day time telephone number;

(v) A number where they can be reached after business hours;

(vi) A fax number (if available);

(vii) An e-mail address (if available);

(viii) The complete presentation in written format

(c) Delegations are encouraged to send the Presentation in as soon as possible so that it can be provided to and reviewed by Trustees prior to the meeting. Presentations that are received on a timely basis will be considered and addressed in the Director's follow-up report to the Board required by the Pupil Accommodation Review Policy in which the Director will report on and respond to the presentations made by the public. A presentation that is submitted late may not be addressed in the Director's follow-up report although it will be made available to the Trustees.

**Delegation Presentation**

Minutes of the Special Board Meetings including references to the presentations will be posted on the Board's website.

- (a) The identified spokespersons will address the Trustees from the podium.
- (b) The spokespersons are expected to provide comments that are relevant to the subject matter of the meeting. If a previous delegation has already addressed the matter and the delegate is being repetitive, the Chairperson of the Board may request the delegate to express support for an earlier presentation and may reduce the following speaking times available to the delegate accordingly.
- (c) The time for each public delegation to speak, excluding the question and answer period, is not to exceed fifteen (15) minutes, with normally a five (5) minute question period following.
- (d) Delegates who have a similar perspective are encouraged to co-operate in appointing spokespersons in addressing the Board.
- (e) Delegations from the same school community on the same point of view shall be limited to a combined total of fifteen (15) minutes.
- (f) Delegations who are unrelated to a particular school community but who are speaking on a common issue shall be limited to a combined total of fifteen (15) minutes.
- (g) Trustees may ask questions of the delegation for clarification only, for a period of time which shall be at the discretion of the Chairperson.
- (h) The Chairperson will apply the normal Board practices in respect of decorum and order at the meeting.
- (i) The Board will not permit delegations respecting the Pupil Accommodation Review Policy at other Board meetings.
- (j) In accordance with Board By-law 7.5 the Board shall not remain in session later than 11:00 p.m. unless so determined by a 2/3 majority of the members present.

TO: Niagara Catholic District School Board  
Committee of the Whole  
Public Session  
October 14, 2008

TOPIC: MONTHLY UPDATE  
CAPITAL PROJECTS

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The Capital Projects Update  
will be presented at the October 28, 2008 Board Meeting.

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Prepared by: James Woods, Controller of Plant  
Presented by: James Woods, Controller of Plant  
Approved by: John Crocco, Director of Education  
Date: October 14, 2008

TO: Niagara Catholic District School Board  
Committee of the Whole  
Public Session  
October 14, 2008

TOPIC: POLICY DEVELOPMENT UPDATE

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The Policy Development Update  
is presented for information.

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Prepared by: John Crocco, Director of Education  
Presented by: John Crocco, Director of Education  
Date: October 14, 2008



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## REPORT TO THE COMMITTEE OF THE WHOLE POLICY DEVELOPMENT UPDATE

### Background:

The Report on Policy Development Update for the month of October 2008 is submitted for the information of trustees.

A copy of the Policy and Administrative Guidelines - Policy on Formulation of Policy (APPENDIX A) is included for ease of reference.

POLICIES BEING DEVELOPED		DUE DATE		APPENDIX
		<i>CW</i>	<i>BOARD</i>	
1.	Self-Identification of Aboriginal Students Policy	January 2009	January 2009	B
2.	Conflict of Interest for Employees Policy	At the September 9, 2008 Committee of the Whole Meeting the following motions were passed: "THAT the Committee of the Whole refer the Conflict of Interest for Employees Policy be referred back to staff for further study."		C
3.	Code of Conduct - Trustees Policy	"THAT the Committee of the Whole refer the Code of Conduct for Trustees Policy be referred back to staff for review and rewording."		D
<b>POLICIES BEING REVIEWED/AMENDED</b>				
	Nil			
<b>POLICIES BEING PRESENTED TO THE COMMITTEE OF THE WHOLE - October 14th, 2008</b>				
	Nil			

Trustees are reminded that the Policies are published on the Board's website [www.niagaracatholic.ca](http://www.niagaracatholic.ca).

**The Policy Development Update is presented for information.**

Prepared by: John Crocco, Director of Education  
 Presented by: John Crocco, Director of Education  
 Date: October 14, 2008



# THE FORMULATION OF POLICY

## Policy #: 100.5

### STATEMENT OF POLICY

The Niagara Catholic District School Board, in order to fulfill its duties and responsibilities, reserves to itself the function of establishing guides for the discretionary action of those to whom it delegates authority. These guides for action will constitute the policies governing the operation of the school system and the internal operations of the Board. The policies pertaining to the internal operations of the Board shall be called bylaws.

The Director of Education, as C.E.O., is accountable to the Board for the implementation of policy and shall issue Administrative Guidelines in support of policy.

The policies of the Board shall be congruent with and supportive of the Mission Statement of the Board.

The process of establishing and reviewing policy will include timely consultation with individuals and groups as deemed appropriate to a particular policy.

The policy shall be based on and supportive of the Catholic Mission Statement of the Board.

### ADMINISTRATIVE GUIDELINES

The development and review of all policies shall be initiated by the Board, the Director of Education or Administrative Council.

Prior to the development of draft policy or the revision of current policies, a statement outlining the intent of the proposed policy, as well as the proposed distribution for [vetting](#) of the draft policy, will be provided to the Committee of the Whole for Information.

The Director of Education may delegate the development or revision of policy statements to appropriate staff.

The policy draft will be reviewed by Administrative Council, and if the Director deems appropriate, it will be vetted to various stakeholder groups. The vetting process will begin with Trustees who will receive the draft guidelines at least 7 days before the general vetting begins.

Following Administrative Council approval and appropriate vetting to stakeholder groups, the draft policy will be presented to the Policy Committee for recommendation to the Committee of the Whole.

The Board, at a subsequent meeting, will receive a recommendation from the Committee of the Whole regarding the adoption of the policy.

The Director of Education will issue Administrative Guidelines if necessary in support of the policy, and will distribute the policy to the system.

### VETTING

A draft policy may be vetted with all or any of the following individuals or groups:

Trustees	O.E.C.T.A. Occasionals	Regional Catholic School Councils
Director of Education	C.U.P.E.	Special Education Advisory Committee
Superintendents	Managers'/Supervisors' Group	The Bishop
Principals/Vice-Principals	Student Services	Pastors
Curriculum Support Staff	Principals'/Vice-Principals' Association	Board Solicitor
O.E.C.T.A. Elementary	Non-Unionized Staff	Student Senate
O.E.C.T.A. Secondary	Catholic School Council Chairs	Others

Policy Issued: October 27, 1998  
 Guidelines Issued: October 27, 1998  
 Guidelines Revised: June 26, 2001, September 19, 2001



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

# POLICY DEVELOPMENT UPDATE

For the Month of October 2008

APPENDIX B

**NEW**

## STEP 1 - NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy	<b>SELF-IDENTIFICATION OF ABORIGINAL STUDENTS POLICY</b>	Policy # N/A	Initiated By
Intent of Policy		Issued N/A	Board <input type="checkbox"/>
		Revised N/A	Director <input type="checkbox"/>
			Admin. Council <input checked="" type="checkbox"/>

### Distribution of Vetting

Trustees	<input checked="" type="checkbox"/>	OEFTA Occasionals	<input checked="" type="checkbox"/>	Regional Catholic School Coun.	<input checked="" type="checkbox"/>
Director	<input checked="" type="checkbox"/>	CUPE	<input type="checkbox"/>	S.E.A.C.	<input checked="" type="checkbox"/>
Superintendents	<input checked="" type="checkbox"/>	Managers/Supervisors	<input type="checkbox"/>	Bishop	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<input checked="" type="checkbox"/>
Curriculum Support Staff	<input checked="" type="checkbox"/>	Principals/V. Principals Assoc.	<input checked="" type="checkbox"/>	Board Solicitor	<input checked="" type="checkbox"/>
OEFTA Elementary	<input checked="" type="checkbox"/>	Non-Unionized Staff	<input type="checkbox"/>	Student Senate	<input checked="" type="checkbox"/>
OEFTA Secondary	<input checked="" type="checkbox"/>	Catholic School Council Chairs	<input checked="" type="checkbox"/>	Others	<input checked="" type="checkbox"/>

Resource: *Yolanda Baldasaro, Superintendent*

Date of Notification to Committee of the Whole

*Spring 2009*

## STEP 2 - DRAFT POLICY REVIEW

Administrative Council	Date Draft Policy Reviewed	<i>TBD</i>
Trustees	Date Draft Policy Sent to Trustees	<i>TBD</i>
	Date Draft Policy Due From Trustees	<i>TBD</i>
Stakeholders	Date Draft Policy Reviewed	<i>TBD</i>
Policy Committee	Date Draft Policy Reviewed	<i>TBD</i>
Committee of the Whole	Date Draft Policy Reviewed	<i>TBD</i>
Board	Date Policy Approved	<i>TBD</i>

} 7 Days

## COMMENTS

## STATUS OF POLICY GUIDELINES (For Information - Issued by Director)





NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

# POLICY DEVELOPMENT UPDATE

For the Month of October 2008

**NEW**

**STEP 1 - NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE**

Name of Policy	<b>CONFLICT OF INTEREST FOR EMPLOYEES POLICY</b>	Policy #	N/A	Initiated By	
Intent of Policy		Issued	N/A	Board	<input checked="" type="checkbox"/>
		Revised	N/A	Director	<input type="checkbox"/>
				Admin. Council	<input type="checkbox"/>

**Distribution of Vetting**

Trustees	<input checked="" type="checkbox"/>	OECTA Occasionals	<input checked="" type="checkbox"/>	Regional Catholic School Coun.	<input checked="" type="checkbox"/>
Director	<input checked="" type="checkbox"/>	CUPE	<input checked="" type="checkbox"/>	S.E.A.C.	<input type="checkbox"/>
Superintendents	<input checked="" type="checkbox"/>	Managers/Supervisors	<input checked="" type="checkbox"/>	Bishop	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<input checked="" type="checkbox"/>
Curriculum Support Staff	<input checked="" type="checkbox"/>	Principals/V. Principals Assoc.	<input checked="" type="checkbox"/>	Board Solicitor	<input checked="" type="checkbox"/>
OECTA Elementary	<input checked="" type="checkbox"/>	Non-Unionized Staff	<input checked="" type="checkbox"/>	Student Senate	<input checked="" type="checkbox"/>
OECTA Secondary	<input checked="" type="checkbox"/>	Catholic School Council Chairs	<input checked="" type="checkbox"/>	Others	<input checked="" type="checkbox"/>

Resource: <i>John Crocco, Director of Education</i>	Date of Notification to Committee of the Whole	<i>May 2007</i>
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**STEP 2 - DRAFT POLICY REVIEW**

Administrative Council	Date Draft Policy Reviewed	<i>TBD</i>	
Trustees	Date Draft Policy Sent to Trustees	<i>TBD</i>	} 7 Days
	Date Draft Policy Due From Trustees	<i>TBD</i>	
Stakeholders	Date Draft Policy Reviewed	<i>TBD</i>	
Policy Committee	Date Draft Policy Reviewed	<i>TBD</i>	
Committee of the Whole	Date Draft Policy Reviewed	<i>TBD</i>	
Board	Date Policy Approved	<i>TBD</i>	

**COMMENTS**

*At the September 9, 2008 Committee of the Whole Meeting, the following motions was passed:  
"THAT the Committee of the Whole refer the Conflict of Interest for Employees Policy back to staff for further study."*

**STATUS OF POLICY GUIDELINES (For Information - Issued by Director)**



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

# POLICY DEVELOPMENT UPDATE

For the Month of October 2008

**NEW**

**STEP 1 - NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE**

Name of Policy	<b>CODE OF CONDUCT - TRUSTEES POLICY</b>	Policy #	N/A	Initiated By	
Intent of Policy		Issued	N/A	Board	<input type="checkbox"/>
		Revised	N/A	Director	<input checked="" type="checkbox"/>
				Admin. Council	<input type="checkbox"/>

**Distribution of Vetting**

Trustees	<input checked="" type="checkbox"/>	OECTA Occasionals	<input checked="" type="checkbox"/>	Regional Catholic School Coun.	<input checked="" type="checkbox"/>
Director	<input checked="" type="checkbox"/>	CUPE	<input checked="" type="checkbox"/>	S.E.A.C.	<input checked="" type="checkbox"/>
Superintendents	<input checked="" type="checkbox"/>	Managers/Supervisors	<input checked="" type="checkbox"/>	Bishop	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<input checked="" type="checkbox"/>
Curriculum Support Staff	<input checked="" type="checkbox"/>	Principals/V. Principals Assoc.	<input checked="" type="checkbox"/>	Board Solicitor	<input checked="" type="checkbox"/>
OECTA Elementary	<input checked="" type="checkbox"/>	Non-Unionized Staff	<input checked="" type="checkbox"/>	Student Senate	<input checked="" type="checkbox"/>
OECTA Secondary	<input checked="" type="checkbox"/>	Catholic School Council Chairs	<input checked="" type="checkbox"/>	Others	<input checked="" type="checkbox"/>

Resource: <i>John Crocco, Director of Education</i>	Date of Notification to Committee of the Whole	2007
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**STEP 2 - DRAFT POLICY REVIEW**

Administrative Council	Date Draft Policy Reviewed	TBD
Trustees	Date Draft Policy Sent to Trustees	TBD
	Date Draft Policy Due From Trustees	TBD
Stakeholders	Date Draft Policy Reviewed	TBD
Policy Committee	Date Draft Policy Reviewed	TBD
Committee of the Whole	Date Draft Policy Reviewed	TBD
Board	Date Policy Approved	TBD

} 7 Days

**COMMENTS**

*At the September 9, 2008 Committee of the Whole Meeting, the following motion was passed:  
"THAT the Committee of the Whole refer the Code of Conduct for Trustees Policy back to staff for review and rewording."*

**STATUS OF POLICY GUIDELINES (For Information - Issued by Director)**

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