



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

AGENDA AND MATERIAL

COMMITTEE OF THE WHOLE MEETING

TUESDAY, DECEMBER 6, 2011

7:00 P.M.

(approximate time)

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

8:00 p.m. Timed In Camera Item

A. ROUTINE MATTERS

- | | |
|--|----|
| 1. Opening Prayers – Dino Sicoli | - |
| 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 November 8, 2011 | A5 |

B. PRESENTATIONS

C. COMMITTEE AND STAFF REPORTS

- | | |
|--|--------|
| 1. Policy Committee | |
| 1.1 Unapproved Minutes of the Policy Committee Meeting of November 22, 2011
and Consideration of Recommendations | C1.1 |
| 1.1.1 Student Fees Policy (201.9) | C1.1.1 |
| 1.1.2 Occupational Health & Safety Policy (201.6)
Employee Workplace Harassment Policy (201.7)
Employee Workplace Violence Policy (201.11) | C1.1.2 |
| 1.2 Policy Schedule – November 22, 2011 | C1.2 |
| 1.3 Policy Update – November 22, 2011 | C1.3 |
| 2. Speech and Language Demonstration Site | C2 |
| 3. Elementary Itinerant Arts Program | C3 |
| 4. Staff Development Department Professional Development Opportunities | C4 |
| 5. Monthly Updates | |
| 5.1 Capital Projects Update | C5.1 |
| 5.2 Student Senate Update | - |
| 5.3 Senior Staff Good News Update | - |

D. INFORMATION

- | | |
|--|------|
| 1. Trustee Information | |
| 1.1 Spotlight on Niagara Catholic – November 22, 2011 | D1.1 |
| 1.2 Calendar of Events – December 2011 | D1.2 |
| 1.3 Annual Administrators, Trustees and Priests Faith Formation – December 15, 2011
11:00 a.m. – Club Italia, Niagara Falls | - |
| 1.4 OCSTA Catholic Trustees’ Professional Development Seminar – January 13-14, 2012 | D1.4 |
| 1.5 Bishop’s Gala - January 27, 2012 – Club Italia, Niagara Falls | - |

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
DECEMBER 6, 2011**

PUBLIC SESSION

**TOPIC: MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING OF NOVEMBER 8, 2011**

RECOMMENDATION

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of November 8, 2011, as presented.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

TUESDAY, NOVEMBER 8, 2011

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, November 8, 2011, at 7:00 p.m. in the Father Kenneth Burns csc Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

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

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee MacNeil.

2. Roll Call

Chairperson Burtnik noted that Vice-Chairperson Charbonneau asked to be excused from the Committee of the Whole Meeting.

Trustee	Present	Absent	Excused
Rhianon Burkholder	✓		
Kathy Burtnik	✓		
Maurice Charbonneau			✓
Frank Fera	✓		
Fr. Paul MacNeil	✓		
Ed Nieuwesteeg	✓		
Ted O'Leary	✓		
Dino Sicoli	✓		
Student Trustees			
Ryan Creelman	✓		
Patrick Morris	✓		

The following staff were in attendance:

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

3. **Approval of the Agenda**

Moved by Trustee MacNeil

THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of November 8, 2011, as presented.

CARRIED

4. **Disclosure of Interest**

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

5. **Minutes of the Committee of the Whole Meeting of October 11, 2011**

Moved by Trustee Sicoli

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of October 11, 2011, as presented.

CARRIED

B. PRESENTATIONS

C. COMMITTEE AND STAFF REPORTS

1. **Policy Committee**

1.1 **Unapproved Minutes**

Policy Committee Meeting – October 25, 2011

Moved by Trustee Sicoli

THAT the Committee of the Whole receive the unapproved Minutes of the Policy Committee Meeting of October 25, 2011, as presented.

CARRIED

1.2 **Policy Schedule**

Director Crocco presented the Policy Schedule and informed the Committee of the Whole that at the November Policy Committee Meeting a revised schedule with a new Diabetes Policy included will be provided.

1.3 **Policy Update**

Director Crocco presented the Policy Update.

2. Pilgrimage Sunday – October 23, 2011

Superintendent Lefebvre welcomed Terri Pauco, Religious Education and Family Life Consultant, who presented information on Pilgrimage Sunday - October 23, 2011 in which approximately 4000 Niagara Catholic students, staff, Trustees, Senior Administration, priests, Catholic School Council members, and alumni from Niagara Catholic's eight (8) Secondary Schools participated. This year's annual Pilgrimage raised approximately \$176,000.00 to assist those in need of assistance in Secondary Schools sponsored Missions in Haiti, the Dominican Republic, Dominica, Guatemala, Peru, and Rwanda, in addition to Development & Peace and Fogquest.

Student and staff representatives from each of Niagara Catholic's eight (8) Catholic Secondary Schools were in attendance to speak of their Pilgrimage experience.

3. Senior Staff Follow-Up Report and Recommendations on the May 2009 Board Approved Motions of the Pupil Accommodation Review for Niagara Falls Elementary, St. Catharines Elementary and St. Catharines Secondary Schools

Director Crocco presented the Senior Staff Follow-Up Report and Recommendations on the May 2009 Board Approved Motions of the Pupil Accommodation Review for Niagara Falls Elementary, St. Catharines Elementary and St. Catharines Secondary Schools. In highlighting the report and recommendations, he indicated that Senior Administrative Council has categorized the Board approved motions of May 26th, 2009 as Action, Monitor, Establish or Report and included a Follow-Up statements on the motions to inform Trustees of the progress of each status and motion.

Moved by Trustee Sicoli

THAT the Committee of the Whole recommend to the Niagara Catholic District School Board that the Board directs Senior Administrative Council:

1. To continue to implement the May 2009 motions categorized under Action, Monitor and Establish;
2. To design and implement a plan to reduce surplus space usage in all facilities and report to the Board on the specific strategies utilized;
3. To design and implement a plan to reduce cost associated with surplus space in all facilities and report to the Board on the cost reductions;
4. To continue the review of all potential boundary adjustments to minimize specific enrolment pressures in Niagara Falls and St. Catharines and present options and recommendations to the standing Ad Hoc Attendance Committees of the Board;
5. To continue to research all potential school organizational options for the consideration of the Board; and,
6. To defer the report timelines within the May 2009 Board motions categorized under Report until no later than December 2012 and that within the report to the Board submit recommendations on the implementation of the May 2009 Board motions as required.

CARRIED

4. Mental Health First Aid Training

Superintendent Baldasaro introduced Ken Lococo, Behaviour Resource Teacher, who presented the report on Mental Health First Aid Training. Mr. Lococo informed Trustees that he participated in a five day Mental Health First Aid (MHFA) trainer certification course which certifies him to train the first round of identified staff.

Mr. Lococo stated that with the philosophy that mental health crises, such as suicidal and self-harming actions, may be avoided through early intervention, the training course focuses on training individuals to help them provide initial support to someone who may be developing a mental health problem or experiencing a mental health crisis.

Director Crocco informed Trustees that the Mental Health First Aid Training will be included in the new Niagara Catholic Mental Health & Addictions Plan scheduled to be completed by June 2012.

5. The Dynamics of a Complete Mathematics Program at Niagara Catholic

Superintendent Lefebvre introduced Michele Staples, Mathematics Consultant, and Beth Hulan, Mathematics Coach, who presented an overview of The Dynamics of a Complete Mathematics Program at Niagara Catholic. The overview focused on curriculum expectations, procedural and conceptual knowledge, problem solving, a three part lesson and professional development for staff.

6. School Climate Surveys

Superintendent Iannantuono welcomed Anthony Corapi, Research, Assessment and Evaluation Consultant who presented the report on School Climate Surveys. He highlighted the new expectations for Principals based on the Keeping Our Kids Safe at School Act, Regulation 472/02 and additions to PPM's 144 and 145.

Superintendent Iannantuono informed Trustees that the Board-wide School Climate Survey will be launched on November 14, 2011 during Bullying Prevention Week across Canada. Students and parents are invited to complete the survey by December 16, 2011.

Trustees discussed the report and asked questions of Senior Staff.

7. Staff Development Department Professional Development Opportunities

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

8. Monthly Updates

8.1 Capital Projects Progress Report

James Woods, Controller of Plant, presented the Capital Projects Progress Report.

8.2 Student Trustees' Update

Ryan Creelman and Patrick Morris, Student Trustees, provided a brief verbal update on the current activities of the Student Senate.

8.3 Senior Staff Good News Update

Senior Staff highlights included:

Superintendent Ciccarelli

- Heidi-Ann Poltl, Teacher at St. Michael Catholic Elementary School. was the recipient of the Prime Minister's Award for Teaching Excellence - Ontario Certificate of Achievement.

Principal Brian Palujanskas, Director Crocco, members of Senior Staff and the school community will be honouring Ms. Poltl during a school assembly on November 25th, 2011. Honourable Member of Parliament and Attorney General, Mr. Rob Nicholson will be presenting Heidi-Ann with her award.

Superintendent Lefebvre

- Our Lady of Mount Carmel Catholic Elementary School formed the OLOMC Student Ambassadors. Their November school wide project is "Support Our Troops by Wearing Red" every Friday in November.

The Department of National Defence posted the following message from Our Lady of Mount Carmel Catholic Elementary School students and staff on their "Write to the Troops" website "The message that the staff and students of your school submitted to the Canadian Troops via the Write to the Troops electronic message board has been selected as message of the day."

Superintendent Baldasaro

- Zachary Casey, Grade 11 student from Blessed Trinity Catholic Secondary School, was selected as one of only four (4) Canadians to march with the Salvation Army Band in the Rose Bowl Parade in January 2012. Zachary will be playing 1st Cornet, and at age 16, will be the youngest player in the ensemble.

D. INFORMATION

1. Trustee Information

1.1 Spotlight on Niagara Catholic – October 25, 2011

Director Crocco presented the Spotlight on Niagara Catholic – October 25, 2011 issue for Trustees' information.

1.2 Calendar of Events – November 2011

Director Crocco presented information on the Calendar of Events – November 2011.

1.3 Celebrating Junior Artists 2011 – November 7 – 6:30 p.m. – Catholic Education Centre

Director Crocco informed Trustees that the Celebrating Junior Artists 2011 event which took place on November 7, 2011 at the Catholic Education Centre was a tribute to the many talented junior artists in our Board.

1.4 Special Board Meeting – November 15, 2011 – 5:30 p.m.

Director Crocco reminded Trustees of the Special Board Meeting scheduled for November 15, 2011 at 5:30 p.m.

1.5 Niagara Catholic 2nd Annual Spelling Bee – November 30, 2011 Notre Dame College School

Director Crocco invited Trustees to attend Niagara Catholic's 2nd Annual Spelling Bee being held on November 30, 2011 at Notre Dame College School in Welland, and asked that they confirm their attendance with Sherry Morena, Administrative Assistant to Corporate Services & Communications.

**1.6 Annual Administrators, Trustees, and Priest Faith Formation
December 15, 2011 – 11:00 a.m.**

Director Crocco invited Trustees to attend the December 15, 2011 Annual Administrators, Trustees, and Priest Faith Formation, and asked that they confirm their attendance with Sherry Morena, Administrative Assistant to Corporate Services & Communications.

1.7 Visit to Niagara Catholic by Minister of Education

Director Crocco invited Trustees to attend Minister of Education Laurel Broten's visit to Saint Paul Catholic High School on Thursday, November 10, 2011 where she will be presenting the Premier's Safe School award to Saint Paul and St. Philomena Catholic Elementary Schools.

Trustees were asked to confirm their attendance with Sherry Morena.

1.8 Bishop Bergie's 1st Anniversary as Bishop of the Diocese of St. Catharines

Director Crocco informed Trustees that in honour of Bishop Bergie's 1st Anniversary as the Bishop of the Diocese of St. Catharines (November 9, 2011), Chairperson Burtnik and the Director, on behalf of the Board, staff and all students will present the Bishop with a framed collage of students from Niagara Catholic. Director Crocco showed the Committee of the Whole the collage and thanked Jennifer Brailey, Manager of Corporate Services & Communications, for the design.

E. OTHER BUSINESS

1. General Discussion to Plan for Future Action

1.1 Naming of Our Lady of Victory Catholic Elementary School Gymnasium

Director Crocco explained to Trustees that in keeping with the Board's Administrative Procedure for School Name Selection, Our Lady of Victory Catholic Elementary School has been granted permission to name their newly renovated gymnasium after long time serving Trustee and Award of Distinction Recipient Frank Durante. The Committee of the Whole unanimously supported the decision.

F. BUSINESS IN CAMERA

Moved by Trustee Fera

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

CARRIED

The Committee of the Whole moved into the In Camera Session of the Meeting at 9:25 p.m. and reconvened at 9:30 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee O'Leary

THAT the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of November 8, 2011.

CARRIED

SECTION A: STUDENT TRUSTEES PRESENT

Moved by Trustee O'Leary

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 October 11, 2011, as presented.

CARRIED (Item F1)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee O'Leary

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 October 11, 2011, as presented.

CARRIED (Item F3)

H. ADJOURNMENT

Trustee Sicoli spoke briefly of a Group Pilgrimage he attended along with Trustee Fera expressing that the pilgrimage was very fulfilling faithfully and spiritually.

Moved by Trustee MacNeil

THAT the November 8, 2011 Committee of the Whole Meeting be adjourned.

CARRIED

This meeting was adjourned at 9:40 p.m.

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **November 8, 2011.**

Approved on the **6th** day of **December 2011.**

Kathy Burtnik
Chairperson of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
DECEMBER 6, 2011**

PUBLIC SESSION

**TOPIC: POLICY COMMITTEE - UNAPPROVED MINUTES
MEETING OF NOVEMBER 22, 2011**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Policy Committee Meeting of November 22, 2011, as presented.

The following recommendations are being presented for the Board's consideration from the Policy Committee Meeting of November 22, 2011.

1.1.1 Student Fees Policy (201.9)

THAT the Committee of the Whole recommend to the Niagara Catholic District School Board approval of the Student Fees Policy (201.9), as presented.

**1.1.2 Occupational Health & Safety Policy (201.6)
Employee Workplace Harassment Policy (201.7)
Employee Workplace Violence Policy (201.11)**

THAT the Committee of the Whole recommend to the Niagara Catholic District School Board approval of Occupational Health & Safety Policy (201.6), the Employee Workplace Harassment Policy (201.7), and the Employee Workplace Violence Policy (201.11), as presented.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, NOVEMBER 22, 2011

Minutes of the Policy Committee Meeting held on Tuesday, November 22, 2011 at 4:30 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 4:30 p.m. by Policy Committee Chairperson Nieuwesteeg.

1. Opening Prayer

The meeting was opened with a prayer.

2. Attendance

Committee Members	Present	Absent	Excused
Ed Nieuwesteeg (Committee Chair)	✓		
Kathy Burtnik	✓		
Dino Sicoli	✓		

Trustees:

Rhianon Burkholder, Trustee
Ryan Creelman, Student Trustee
Patrick Morris, Student Trustee

Staff:

John Crocco, Director of Education
Frank Iannantuono, Superintendent of Education
Yolanda Baldasaro, Superintendent of Education
Jennifer Brailey, Manager of Corporate Services & Communications Department
Sherry Morena, Administrative Assistant - Corporate Services & Communications Department
/Recording Secretary

3. Approval of Agenda

Moved by Trustee Sicoli

THAT the November 22, 2011, Policy Committee Agenda be approved, as presented.
APPROVED

4. **Disclosure of Interest**

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

5. **Minutes of the Policy Committee Meeting of October 25, 2011**

Moved by Trustee Sicoli

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of October 25, 2011, as presented.

APPROVED

6. **Policies**

POLICIES – FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE

6.1 **Student Fees Policy (201.9)**

Yolanda Baldasaro, Superintendent of Education, presented the amendments to the Interim Student Fees Policy.

Trustees asked questions of Superintendent Baldasaro and discussed the Policy and Administrative Guidelines and suggested the following amendment:

ADMINISTRATIVE GUIDELINES

FEE CHARGES

1st sentence to be reworded to read:

“When determining fee charges, a fee charge shall be permissible for an activity, material, course or program if it is:”

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the Committee of the Whole approval of the Student Fees Policy (201.9), as amended.

APPROVED

POLICIES - PRIOR TO VETTING

6.2 **Employee Attendance During Inclement Weather & Workplace Closure Policy (201.9)**

Frank Iannantuono, Superintendent of Education, presented the amendments to the Employee Attendance During Inclement Weather & Workplace Closure Policy (201.9).

Trustees asked questions of Superintendent Iannantuono and discussed the Policy and Administrative Guidelines and suggested the following amendments:

STATEMENT OF POLICY

1st Paragraph to include the sentence *“In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board...”*

3rd Paragraph

delete the words “*by the Board*” to read:

“During inclement weather or any other conditions which would affect the health and safety of students and staff, the Director of Education is authorized to change the working location of employees, change or alter the normal hours of operation of a school, group of schools or the system or close all or part of the Niagara Catholic District School Board.”

ADMINISTRATIVE GUIDELINES

SCHOOL CLOSURE

2. 1st sentence - insert the words: “*with the exception of long term occasional teachers*” to read:

“Where the school or workplace is declared closed prior to the commencement of a scheduled workday, as announced through local media and the Board website, all occasional and/or casual replacements, *with the exception of long term occasional teachers* assigned to the school or workplace for the specific day will not be paid for the day of the closure.

SYSTEM CLOSURE

1. 1st sentence – reword to read:

“When the Director of Education closes the entire system, employees are not required to report to any work location. For system closures, employees are not required to record their absences on the Smart Find Express (SFE). Employees are to remain in contact with their school Principal and/or Supervisor and/or the Board website for current information on the status of the system closure and the return to normal operations of the system.”

2. Add the following statement:

“Where the school or workplace is declared closed prior to the commencement of a scheduled workday, as announced through local media and the Board website, all occasional and/or casual replacements, with the exception of long term occasional teachers assigned to the school or workplace for the specific day will not be paid for the day of the closure.

7. Ministry of Labour Compliance Review Policies

Superintendent Iannantuono informed the Policy Committee that the Occupational Health & Safety Policy (201.6), the Employee Workplace Harassment Policy (201.7), and the Employee Workplace Violence Policy (201.11) are being reviewed at this time to meet with Ministry of Labour Compliance’s to review these policies on an annual basis.

The following polices will included in all Statements of Policy “*In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board.*”

Director Crocco will inform the Ministry of Labour that the Trustees of the Niagara Catholic District School Board’s Policy Committee approved, by motion, the review and changes to the Occupational Health & Safety Policy (201.6), the Employee Workplace Harassment Policy (201.7), and the Employee Workplace Violence Policy (201.11), as required by November 26, 2011.

7.1 Occupational Health & Safety Policy (201.6)

Superintendent Iannantuono presented the Occupational Health & Safety Policy (201.6), the Employee Workplace Harassment Policy.

Trustees asked questions of Superintendent Iannantuono and discussed the Policy and Administrative Guidelines.

The following amendments were recommended:

ADMINISTRATIVE GUIDELINES

Add the following statement “*The Occupational Health and Safety Committee will annually review the Occupational Health and Safety Manual.*”

Moved by Trustee Burtnik

THAT the Policy Committee approve the Occupational Health & Safety Policy (201.6), as amended.

APPROVED

7.2 Employee Workplace Harassment Policy (201.7)

Superintendent Iannantuono presented the Employee Workplace Harassment Policy.

Trustees asked questions of Superintendent Iannantuono and discussed the Policy and Administrative Guidelines.

7.3 Employee Workplace Violence Policy (201.11)

Superintendent Iannantuono presented the Employee Workplace Violence Policy.

Trustees asked questions of Superintendent Iannantuono and discussed the Policy and Administrative Guidelines.

Following Superintendent Iannantuono’s presentation of the policies the Policy Committee put forth the following recommendations.

Moved by Trustee Burtnik

THAT the Policy Committee approve the review of the Occupational Health & Safety Policy (201.6), the Employee Workplace Harassment Policy (201.7), and the Employee Workplace Violence Policy (201.11), as required by the Ministry of Labour.

CARRIED

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the Committee of the Whole approval of the Occupational Health & Safety Policy (201.6), the Employee Workplace Harassment Policy (201.7), and the Employee Workplace Violence Policy (201.11), as presented.

CARRIED

8. Information

8.1 Policies Being Vetted

- 8.1.1 Playground Equipment Policy (#702.1)
- 8.1.2 Community Use of Facilities Policy (#800.2)
- 8.1.3 Niagara Catholic Parent Involvement Committee Policy (#800.7)

8.2 Policy Schedule

Director Crocco presented the Policy Schedule as of November 22, 2011.

8.3 Policy Update

Director Crocco presented the Policy Update.

9. Date of Next Meeting

Tuesday, January 31, 2012 – 4:30 p.m.

10. Adjournment

The meeting adjourned at 6:05 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
DECEMBER 6, 2011**

PUBLIC SESSION

**TOPIC: POLICY COMMITTEE
STUDENT FEES POLICY (201.9)**

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Student Fees Policy (201.9), as presented.

Prepared by: Yolanda Baldasaro, Superintendent of Education
Presented by: Yolanda Baldasaro, Superintendent of Education
Recommended by: John Crocco, Director of Education
Date: December 6, 2011

Niagara Catholic District School Board

STUDENT FEE POLICY

Adopted: June 14, 2011

Policy No. 301.11

Revised: December 6, 2011

STATEMENT OF POLICY

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Niagara Catholic District School Board, through shared and committed leadership, recognizes its responsibility to support all stakeholders in our Catholic community implementing consistent and transparent practices that cultivate equity and inclusion.

The Niagara Catholic District School Board will make every effort to ensure that all students have every opportunity to access all programs and activities offered. The dignity of every student and parent/guardian will be honoured in the collection of fees.

The Niagara Catholic District School Board and its schools may choose to offer programming and materials beyond what is necessary to meet the learning expectations of a particular grade or course. These opportunities may be subject to an additional fee.

In compliance with Part II, School Attendance, Sections 32 (1) and 32 (2) of the Education Statutes and Regulations of Ontario, the Niagara Catholic District School Board supports every student's right to attend a school, where the student is a qualified resident pupil, without payment of a fee.

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

Reference:

- [Ministry of Education, 2011:B02, March 25, 2011 Memorandum – Guidelines for Fees for Learning Materials and Activities](#)
- [Niagara Catholic District School Board, School Generated Funds Policy 301.6](#)
- [Niagara Catholic District School Board, Equity and Inclusive Education Policy 100.10](#)
- Education Statutes and Regulations of Ontario, Part II, School Attendance, Sections 32 (1) and 32 (2)

STUDENT FEE POLICY

Issued: June 14, 2011
Revised: December 6, 2011

Policy No. 301.11

ADMINISTRATIVE GUIDELINES

TERMS OF REFERENCE

Student Activity Fees

Student activity fees are voluntary amounts that are used to supplement a student's school experience through materials and activities such as student agendas, student recognition programs, yearbooks, co-instructional activities, school dances, or theme days or retreats.

Enhanced Programming and Materials

Enhanced Programming and materials are voluntary enrichments or upgrades to the curriculum or co-instructional activities beyond what is necessary to meet the learning expectations for a particular grade or course. Where students choose not to access these enhanced programs or materials, alternatives must be available as essential course materials required to meet the learning expectations of the course or grade are to be provided at no cost.

Optional Programming

Optional Programming refers to voluntary courses or activities that students normally choose to attend through an application process, with the knowledge that these programs are beyond the core curriculum. Examples may include Advanced Placement and Hockey Canada Skills Academy programs.

TRANSPARENCY AND ACCOUNTABILITY

Fees should reflect the actual cost of the services or materials being provided to the student. A transparent accounting of the amounts collected and expenditures allocated must be made available to the Catholic school community.

Members of the Catholic school community should be consulted in the development of a school's fee schedule and made aware of the use of student fees. Fee schedules will be made available to the Catholic school community.

Fee schedules should include:

- An itemized list of fees that states the rationale and purpose of each fee; and
- Information about the process to confidentially address financial hardship.

To ensure consistency and transparency across all Niagara Catholic schools, the application of fees should reflect the following principles:

- The purposes for which funds are collected are consistent with the Niagara Catholic District School Board mission statement, strategic directions and system priorities.
- Fees raised for school purposes are to complement, and not replace, public funding for education.
- Successful completion of a required grade or course leading to graduation cannot be dependent on the payment of any course fee.
- Students must be able to participate in school activities and access resources regardless of personal financial barriers.
- Schools should address financial hardship and support student participation in activities regardless of economic circumstances.

- A respectful practice for discreet identification of students/parents who may be experiencing financial hardship should be clearly communicated.
- Financial reporting practices to the school community are in place.

FEE CHARGES

When determining fee charges, a fee charge shall be permissible for an activity, material, course or program if it is:

- Not required as part of the regular day school program;
- Voluntary, and alternatives are offered;
- Non-essential or co-instructional in nature and is not required for graduation by an individual student; or
- A voluntary upgrade or substitute of a more costly material to the material provided for course purposes.

Examples of Activities, Programs, and Materials Eligible and Non-eligible for Fee Charges are found in **Appendix A**.

BEST PRACTICES

In addition, school Principals may consider the following best practices when implementing application of fees in their schools:

- Minimizing, where possible, costs related to enhanced programming and materials (for example, speakers, dance instructors, in-class field trips) that are optional to a course;
- Making every effort to ensure all students can participate in student activities regardless of ability to pay;
- Where a student chooses not to participate, alternative assignments should be provided for students to meet the expectations of the course; and
- Modest student activity fees for student agendas, student recognition, yearbooks, school dances, student council activities and clubs, photographs, co-instructional activities and athletics.

STUDENT FEE POLICY

Issued: June 14, 2011

Policy No. 301.11

Revised: December 6, 2011

APPENDIX A

Note: The following examples included are not intended to be a comprehensive list.

Examples of Activities, Programs or Materials *Ineligible* for Fee Charges

- A registration or administration fee for students enrolled in any regular day school program;
- A textbook fee or deposit;
- Learning materials that are required for completion of the curriculum such as workbooks, cahiers, musical instruments, science supplies, lab material kits and safety goggles;
- Fees charged for the creation of discretionary accounts by teachers or departments;
- Mandatory flat fees for any course leading to graduation other than optional programming;
- A fee for a guest speaker, visiting teacher, or in-class field trip or presentation where the material being presented is a mandatory element of the subject or course;
- Items that are funded through the allocated budget of a school board including, but not limited to learning materials necessary to meet learning expectations such as computers, workbooks, textbooks, staff development and training costs; or
- Learning materials that are required to meet the learning expectations of the course, but are consumed by the pupil and cannot be used again by another student in the next semester, e.g. a chemical used in a chemistry experiment.

Examples of Activities, Programs or Materials Potentially *Eligible* for Fee Charges

- Optional programming such as, Advanced Placement courses or Hockey Canada Skills Academy program;
- Co-instructional trips, events or activities that are extensions to the curriculum and not required for graduation (e.g. dances, school clubs, theme days, athletics, drama, student council activities);
- Extended student trips or excursions that are not necessary to meet the learning expectations of a particular grade or course (e.g. trips abroad, elementary (Journey Retreat) and secondary retreats, etc.);
- Optional art or music supplies or higher quality woodworking, design or technology materials that students choose to use for course completion, as long as the required materials are available at no cost;
- Student activity fees; student agendas, yearbooks.
- Co-instructional activities, special events, program enhancements or field trips (e.g. for costs of participation, rental of equipment or travel), if alternative programming and assignments are offered to students who choose not to participate; or

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
DECEMBER 6, 2011**

PUBLIC SESSION

TOPIC: POLICY COMMITTEE

- **OCCUPATIONAL HEALTH & SAFETY POLICY (201.6)**
- **EMPLOYEE WORKPLACE HARASSMENT POLICY (201.7)**
- **EMPLOYEE WORKPLACE VIOLENCE POLICY (201.11)**

RECOMMENDATION

THAT the Committee of the Whole recommend to the Niagara Catholic District School Board approval of Occupational Health & Safety Policy (201.6), the Employee Workplace Harassment Policy (201.7), and the Employee Workplace Violence Policy (201.11), as presented.

Prepared by: Frank Iannantuono, Superintendent of Education
Presented by: Frank Iannantuono, Superintendent of Education
Recommended by: John Crocco, Director of Education
Date: December 6, 2011

Niagara Catholic District School Board

OCCUPATIONAL HEALTH & SAFETY

Adopted: January 29, 2002

Reviewed: November 22, 2011

Policy No. 201.6

STATEMENT OF POLICY

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board the Niagara Catholic District School Board believes that the prevention of employee occupational illness and injury, and the prevention of accidents to volunteers, students and visitors on Board premises, is of the utmost importance. The Board, therefore, shall endeavour to provide and maintain as safe a work environment as possible.

The Director of Education shall issue Administrative Guidelines in conjunction with this policy and reflective of applicable legislation.

Reference

- *Occupational Health and Safety Act and Regulations for Industrial Establishments, R.S.O. 2001, Chapter 0.1*

Niagara Catholic District School Board

OCCUPATIONAL HEALTH & SAFETY

Issued: January 29, 2002

Policy No. 201.6

Reviewed: November 22, 2011

ADMINISTRATIVE GUIDELINES

Every supervisor has a responsibility to the safety of employees who report to him/her and therefore must ensure that employees work in a safe manner and use or wear the equipment, protective devices or clothing that the Board, or legislation, requires to be used or worn. Additionally, the Board, through its supervisors and/or other designated personnel, has a responsibility to respond promptly to any concerns put forth by any party regarding matters of occupational health and safety that are within the Board's jurisdiction;

Every employee has a responsibility to work in a safe manner; to use or wear the equipment, protective devices or clothing that the Board, or legislation, requires to be used or worn; to report to his/her supervisor, the absence or defect in any equipment or protective device of which s/he is aware and which may endanger him/herself or another worker; to report to his/her supervisor any hazard or potential hazard, within the Board's jurisdiction, of which s/he is aware;

All parties employed within or contracted by the Board must act in compliance with the **Occupational Health and Safety Act and Regulations for Industrial Establishments, R.S.O. 2001, Chapter 0.1**, as amended.

Refer to the Occupational Health and Safety Procedural Manual developed by the Joint Occupational Health & Safety Committee.

Niagara Catholic District School Board

EMPLOYEE WORKPLACE HARASSMENT

Adopted: March 26, 2002

Policy No. 201.7

Revised: February 23, 2010

Reviewed: November 22, 2011

STATEMENT OF POLICY

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board., the Niagara Catholic District School Board will endeavour to provide a work environment that promotes the treatment of every employee with dignity, respect and equity.

The Board believes that the eradication of harassment in the school/workplace is the joint responsibility of the employer and the employee. Therefore, any employee who becomes aware of a harassment situation has a responsibility to draw appropriate attention to it.

Where the occasion of a complaint of harassment arises, the Board may achieve resolution through a formal or informal process. During the process all information gathered is to be kept confidential.

It is the intention of the policy and the resulting guidelines to attempt to protect both the complainant and the accused. Therefore, each party has equal rights at all steps throughout the process.

The Director of Education will issue administrative guidelines in support of this policy.

Reference:

- ***Ontario Human Rights Code 1990***
- ***Teaching Profession Act***
- ***Municipal Freedom of Information and Protection of Privacy Act***
- ***Occupational Health & Safety Act (December 2009)***

EMPLOYEE WORKPLACE HARASSMENT

Adopted: March 26, 2002
Revised: February 23, 2010
Reviewed: November 22, 2011

Policy No. 201.7

ADMINISTRATIVE GUIDELINES

1. DEFINITIONS

Definitions are subject to changes from time to time as the appropriate legislation is reviewed and amended.

- a. **Harassment (Section 10 [1] of the Human Rights Code R.S.O. 1990 C.H. 19)** is a course of vexatious comments or conduct based on a prohibited ground of discrimination that is known or ought reasonably to be known as unwelcome.
- b. **Ethnocultural Harassment** is one or a series of unwanted, unsolicited remarks, behaviours or communications, in any form, directed toward an individual or members of an identifiable group because of a prohibited ground of discrimination, which has the effect of:
 - creating an intimidating, hostile, or offensive psychological or emotional climate for work or study, and/or
 - undermining work/academic performance, and/or
 - preventing or impairing full and equal enjoyment of employment/educational services, benefits, and/or opportunities.
- c. **Sexual Harassment is:**
 - unwanted sexual attention of a persistent or abusive nature made by a person who knows, or ought to know, that such attention is unwanted;
 - implied or expressed threat or reprisal in the form either of actual reprisal or the denial of opportunity for refusal to comply with a sexually oriented request; and
 - sexually oriented remarks, gestures and/or behaviour which may reasonably be perceived to cause humiliation or a negative psychological and/or emotional environment for work or study.
 - i. **Sexual Harassment may include:**
 - the display or distributing of offensive material such as pictures, cartoons, e-mails and graffiti in schools, or in other Board premises,
 - unwanted and unnecessary physical contact,
 - unwelcome remarks, jokes or other gestures of a sexual nature.
 - unwelcome sexual innuendo, sexual advances, inappropriate body contact, request for sexual favours and the display of exploitive material
 - ii. **Sexual Harassment is not:**
 - conduct which both parties find acceptable such as an occasional compliment,
 - an occasional or appropriate comment which a reasonable person, in his / her circumstances, would not take to have an unwelcome sexual connotation.
 - relationships between consenting adults which are voluntary. However, when such a relationship ends, continued unwanted attention may constitute sexual harassment.

GENERAL:

The normal and proper exercise of supervisory responsibilities including, but not limited to training, evaluating, counseling and disciplining when warranted, does not in itself constitute harassment.

2. **COMPLAINT RESOLUTION PROCEDURES - INFORMAL RESOLUTION (VERBAL PROCESS)**
 - a. Complainants are encouraged to attempt to resolve concerns at the Informal Resolution Stage. However, if the complainant believes circumstances make this difficult to do, the complainant may follow the Formal Resolution procedures.
 - b. The complainant may speak directly to the accused, in order to:
 - i. identify the specific conduct, action or attitudes which are alleged to be harassing
 - ii. demand that the conduct, action or attitudes cease
 - c. The complainant may choose to speak to his/her Immediate Supervisor, or another supervisor, in an attempt to resolve the complaint.
 - d. This supervisor may arrange informal meetings to resolve the issue and the parties concerned may be accompanied by an advocate to attend the meetings if they so choose.
 - e. No formal written records are necessary at this stage. It is strongly suggested, however, that the parties should keep personal documentation of the meeting(s).

3. **COMPLAINT RESOLUTION PROCEDURES—FORMAL RESOLUTION**
 - a. This complaint procedure is not intended to affect the employee's rights and duties as outlined in relevant legislation and/or Collective Agreements or Terms of Employment.
 - b. If the complainant is not satisfied that the informal resolution procedure has produced acceptable results, or if circumstances warrant further action, then the complainant may initiate the formal resolution procedure.
 - c. The complainant has the right to bring forward a formal complaint and to obtain a review of her/his complaint in an atmosphere of respect and confidentiality without fear of embarrassment or reprisals.
 - d. The formal complaint shall be in written form.
 - e. The formal complaint should be brought to the attention of the Immediate Supervisor with copies to the appropriate Superintendent and the Senior Administrator of Human Resources.
 - f. Resolution to the formal complaint process shall be initiated through the Immediate Supervisor or Senior Administrator of Human Resources.
 - g. When the accused is the Immediate Supervisor the complaint shall be directed to the appropriate Superintendent, with a copy to the Senior Administrator of Human Resources.
 - h. When the accused person is a Superintendent or Senior Administrator of Human Resources the complaint shall be directed to the Director of Education.
 - i. When allegations are made against the Director the complaint shall be directed to the Chairperson of the Board.
 - j. The complaint shall be forwarded to the Director if the accused is a Trustee.
 - k. The formal written complaint shall include:
 - i. identification of the accused individual(s) involved
 - ii. identification of the specific conduct, action, or attitudes which the complainant considers harassing
 - iii. identification of any witnesses to the conduct, action or attitudes
 - iv. a suggested resolution
 - l. A copy of this complaint must be sent by the complainant to the accused within 3 working days of the registration of the complaint.
 - m. If the complaint is directed at another member of the College of Teachers, teachers are required to comply with section 18 1(b) of the regulation made under the **Teaching Profession Act**.

4. **INVESTIGATIVE PROCEDURE OF THE COMPLAINT BY THE SUPERVISOR**

- a. Upon receipt of a formal complaint the Supervisor shall ascertain that a copy of the complaint has been provided to the accused and to the appropriate Superintendent and the Senior Administrator of Human Resources.
- b. The Supervisor shall arrange a meeting within ten (10) working days, under ordinary circumstances, of the written complaint being sent to the accused. Each party to this meeting may have an "advocate" present during the meeting. This advocate may be a principal, vice principal, supervisor, trusted staff member, friend, association or union representative.
- c. During this meeting the Supervisor shall review the complaint, allow each party to present their position relative to the complaint, and question the parties for clarification.

No Merit

- d. A written report is expected if the Supervisor concludes after an internal investigation that the complainant's allegations have no merit. This report shall be completed with a rationale for ending the investigation. The report shall be communicated to the parties within ten (10) working days of the meeting (refer to 4 b). A copy of this report shall be forwarded to the appropriate Superintendent and to the Senior Administrator of Human Resources.

With Merit

- e. An internal investigation is expected if the Supervisor concludes that the allegations have merit. After internal investigation,
 - i. If it is clear that the respondent's behaviour did constitute harassment/discrimination, the respondent will be required to provide a written plan that outlines what will be done to prevent any reoccurrence of the harassing behaviour(s).
 - ii. The plan will also address future interactions with the complainant to ensure that there will be no overt or subtle intimidation or retaliation. The plan may include specific action regarding harassment/discrimination prevention education or counseling provided in the community.
 - iii. The complainant's wishes regarding future interactions with the respondent may be considered in the development and the final approval of the plan.
 - iv. The Superintendent of Human Resources will determine the appropriate disciplinary action to be taken.
- f. If either party is not accepting of the findings the matter may be referred to the Director. The Director may select to proceed with an investigation through his / her office or refer the matter to an independent third party. Selection of the third party shall be the exclusive decision of the Director.
- g. Should the Director choose to investigate the matter through his / her office the Director may request, in writing a meeting with either party for the purpose of reviewing the decision reached by the Supervisor. This request must be made within fourteen (14) fifteen (15) working days of the decision by the Supervisor. The Director will hold a meeting with both parties.
- h. After a meeting with the Director a written final decision will be presented to both parties. A copy of this final decision including any prescribed action and discipline will be filed with the Senior Administrator of Human Resources.
- i. The final decision of the Director may be appealed to the Committee of the Whole/ or the Board by either party not to exceed sixty (60) school days.
- j. If the complaint is against the Director of Education the Chairperson of the Board will refer the issue to the Board after conducting an informal investigation in order to assess merit.
- k. If the complaint is against a Trustee, the Director will refer the issue to Chair of the Board after conducting an informal investigation in order to assess merit.

5. **RECORDS**

- a. All records for cases determined to have merit, shall be sealed and placed in the accused person's electronic personnel file and are accessible only to authorized Board personnel, the accused and any representative of the accused with the appropriate written permission. If there are no further complaints that are deemed to have merit, within a three (3) year period this individual may request, in writing, that their record be removed and destroyed.
- b. At the written request of the accused, the Director and / or delegate may review the appropriate harassment file after a three (3) year period provided the individual has fully complied with the Board's Employee Workplace Harassment policy during that time period.
- c. The Director may, at his/her discretion, determine that the harassment file be retained or destroyed following the review.

6. **OTHER CONSIDERATIONS**

- a. All investigations, accusations and all matters dealing with the Employee Workplace Harassment complaint will be conducted with regard to due process and confidentiality.
- b. Any breach of confidentiality by those parties involved may result in disciplinary action.
- c. The process does not abrogate or deny the rights of any employee granted or contained in any other provincial acts or regulations, federal legislation or collective agreements.
- d. If the most recent incident giving rise to the complaint occurred prior to the current school year or prior to six months before initiation of the complaint, the complaint must have a reasonable explanation of why the complaint was not promptly made and the supervisor must be satisfied that the delay was incurred in good faith and no substantial prejudice will result to any individual affected by the delay.
- e. If the complaint is made by a student or a parent against an employee of the Board the appropriate supervisor will exercise the relevant guidelines or regulations as set out in the Police Protocol section of the **Safe Schools Policy**.
- f. All principals/supervisors shall make all employees aware of this policy.
- g. Failure to take measures to address harassment in the workplace has legal implications for the employer (Board) under the Ontario Human Rights Code.
- h. This policy will be implemented in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- i. Timelines to the investigation and the process listed in this policy may be extended with the approval and agreement of the parties.
- j. Copies of this policy will be submitted to the complainant and harasser upon receipt of the complaint.

Niagara Catholic District School Board

EMPLOYEE WORKPLACE VIOLENCE

Adopted: April 23, 2002
Revised: June 15, 2010
November 23, 2010
Reviewed: November 22, 2011

Policy No. 201.11

STATEMENT OF POLICY

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

The board believes that the eradication of workplace violence in the school/workplace is the joint responsibility of the employer and the employee. Therefore, any employee who becomes aware of a potential workplace violence situation has a responsibility to draw appropriate attention to it.

Workplace Violence will not be tolerated on the Niagara Catholic District School Board premises, while conducting company business, or work related functions, whether such violence is perpetrated by senior administration, managers, employees, contractors, customers, clients, visitors or members of the general public.

If the employee believes they are at risk of violence in the workplace including domestic violence they must advise the employer and the employer should take appropriate steps which may include seeking the assistance of the local police.

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

The Board will assess the risks of workplace violence that may arise from the nature of the workplace, and provide relevant training, information and instruction, in accordance with current legislation in the Province of Ontario.

This Policy is to be applied in conjunction with other Board Policies dealing with employee behaviour, progressive discipline, conflict resolution and school safety (i.e. Code of Conduct, Access to School Premises, Criminal Background Check, Police and School Board Protocol, Occupational Health and Safety, Safe Physical Intervention for Students, Employee Workplace Harassment...)

The board will review this policy with respect to workplace violence, on an annual basis, and will post this policy in the workplace along with any applicable procedures and/or related programs.

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

Reference:

- ***Ontario Human Rights Code 1990***
- ***Municipal Freedom of Information and Protection of Privacy Act***
- ***Occupational Health & Safety Act (December 2009)***
- ***Employee Workplace Harassment Policy 201.7***
- ***Workplace Violence Management Program***
- ***Bill 168: Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace) 2009***

Niagara Catholic District School Board

EMPLOYEE WORKPLACE VIOLENCE

Adopted: April 23, 2002

Policy No. 201.11

Revised: June 15, 2010

November 23, 2010

Reviewed: November 22, 2011

ADMINISTRATIVE GUIDELINES

Workplace Violence is defined by the Ministry of Labour (MOL) as:

- a. the exercise of physical force by a person against an employee, in a workplace, that causes or could cause physical injury to the employee;
- b. an attempt to exercise physical force against a employee, in a workplace, that could cause physical injury to the employee; and
- c. a statement or behaviour that it is reasonable for an employee to interpret as a threat to exercise physical force against the employee, in the workplace, that could cause physical injury to the employee.
- d. **Workplace** refers to any place where employees perform work or work-related duties or functions. Schools and school-related activities, such as co-curricular activities and excursions, comprise the workplace, as do Board offices and facilities. Conferences and training sessions fall within the ambit of this policy.
- e. **Employee** refers to all employees of the Board.

Definitions are subject to changes from time to time as the appropriate legislation is reviewed or amended.

The Employee Workplace Violence Policy and Administrative Guidelines shall be posted in a conspicuous place in every workplace throughout the Niagara Catholic District School Board.

Provision of Information

Disclosure of Information with respect to Workplace Violence provided to an Employee may include personal information related to a risk of violence from a person with a history of violent behaviour if,

- a. The Employee can be expected to encounter that person in the course of his or her work; and
- b. The risk of workplace violence is likely to expose the employee to physical injury, as outlined in legislation.

No employer or supervisor shall disclose more personal information than is reasonably necessary to protect the worker from physical injury.

Domestic Violence

If the employer becomes aware, or ought to reasonably be aware that domestic violence that is likely to expose an Employee to physical injury may occur in the workplace, the employer will take every reasonable precaution to protect the employee.

Complaint Procedure

When an employee has been the subject of a workplace violence, the following steps shall be considered:

1. The alleged assailant will be removed from the presence of the Employee immediately, if the Immediate Supervisor at the time of the incident deems it reasonable and practical.
2. The Employee(s) shall receive immediate and appropriate support and/or medical attention if warranted.
3. In the event of a physical assault, medical verification of the injury sustained in the assault must be established and recorded as soon as possible by the Immediate Supervisor.
4. At the earliest opportunity, the assaulted Employee(s) shall inform the Immediate Supervisor. The Immediate Supervisor must inform the Senior Administrator of Human Resources, who will then notify the appropriate Superintendent or Controller of Plant.
5. It shall be the responsibility of the Senior Administrator of Human Resources to inform the appropriate Union President, if applicable, of the incident. These guidelines do not preclude the assaulted employee(s) from contacting the police and/or their Association / union representatives.
6. The Immediate Supervisor will advise the alleged assailant, as soon as it is practical, that documentation of the specific details shall be recorded.
7. The Immediate Supervisor will endeavour to restore the environment to normalcy and will conduct an investigation into the assault. The completed **Incident Report, Employee Workplace Violence**, resulting from the investigation will be forwarded to the Senior Administrator of Human Resources with a copy to the appropriate Superintendent or Controller of Plant. A copy of the **Workplace Safety and Insurance Board, Employee Incident/Accident Report** will also be required in the event of a physical assault.
8. Upon receiving the reports from the Employee and Immediate Supervisor, the Senior Administrator of Human Resources will consult with the appropriate Superintendent(s) and/or Controller of Plant prior to any action taken.
9. The Senior Administrator of Human Resources may seek legal advice for the Board regarding the incident.
10. The Senior Administrator of Human Resources shall inform the Employee of the support mechanisms available through the Board.
11. With the approval of the Superintendent of Human Resources, the Senior Administrator of Human Resources may, if deemed appropriate, grant an approved leave of absence without loss of pay or sick leave credit, to the Employee(s) who has been the subject of an assault.
12. The Niagara Catholic District School Board will not discriminate employees because they are perceived to be victims of workplace violence.
13. In all cases, with Police involvement, the Employee and Immediate Supervisor shall report the incident(s) on the appropriate form.
14. Copies of reports made by the Employee and Immediate Supervisor must be given to the Senior Administrator of Human Resources, appropriate Superintendent(s) and/or Controller of Plant if appropriate, where appropriate action will be taken. Upon written request to the Senior Administrator of Human Resources, a copy of the detailed report from the Immediate Supervisor will be provided to the Employee(s).
15. Where the two or more parties involved in the assault are assigned to the same department or work-site, future work assignments and location shall be reviewed with the Senior Administrator of Human Resources, the appropriate Superintendent(s) or Controller of Plant, and the Immediate Supervisor.
16. Infringement of this policy will give rise to disciplinary measures up to and including termination of employment.

Joint Occupational Health and Safety Committee Representatives

The employer shall advise the Joint Occupational Health and Safety Committee Representatives at the school site of the results of the assessment or re-assessment of the Workplace Violence Management Program and provide a copy where the assessment or re-assessment is in writing.

The Employee Workplace Violence Survey will be conducted on an annual basis in order to monitor employee input on risk assessments, and the provision of necessary information to employees.

The OHSA requires employers to notify the Ministry of Labour of critical injury (as defined by the OHSA) or fatality immediately and file a written report within 48 hours. Absent a critical injury or fatality, an employer need not report a workplace violence incident to the Ministry of Labour unless ordered to do so by a Ministry of Labour Inspector.

The JHSC, the health and safety representative and the union(s) shall be notified within 4 days of a workplace violence incident if a person is disabled from performing his or her usual work or requires medical attention because of the incident.

This policy is to be interpreted and applied in conjunction with other board policies dealing with employee behaviour, progressive discipline, conflict prevention and resolution, and school safety.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
DECEMBER 6, 2011**

PUBLIC SESSION

TOPIC: POLICY SCHEDULE

The Policy Schedule
is presented for information.

Prepared by: John Crocco, Director of Education
Presented by: John Crocco, Director of Education
Date: December 6, 2011



POLICY SCHEDULE

UPDATED NOVEMBER 22, 2011 (Sorted by Policy Name)

Legend	
	Policy/Administrative Guidelines Adopted
	Policy/Administrative Guidelines Reviewed (NO REVISIONS)
	Policy/Administrative Guidelines Reviewed (REVISIONS)

Policy #	POLICY NAME	Policy Issued	Reviewed	PC	CW	BD	AG	Reviewed	Resp
			Revised					Projected Presentation Timelines	
400.5	Acceleration Retention	2003					2003		ML
302.6.3	Access to School Premises- <i>Safe Schools</i>	2001	2008				2001	2008	FI
701.4	Accessibility Customer Service	2009					2009		LAFS
302.2	Administration of Oral Medication To Students Under the Age of 18 During School Hours	1998	2009				1998	2009	LAFS
301.1	Admission of Students	1998	2010				1998	2010	FI
400.1	Adult and Continuing Education	1998					N/A	N/A	FI
600.5	Advertising Expenditures	2007					2007		LR
100.9	Advocacy Expenditures	2007					2007		LR
302.1	Anaphylaxis	1998	2010				1998	2010	YB
701.1	Architect Selection	1998	2007				1998	2007	JW
301.10	Assessment, Evaluation And Reporting (<i>Interim</i>)	2011					2011		LAFS
202.1	Assignment of Principals and Vice-Principals	1998		Mar. 2012	Apr. 2012	Apr. 2012	N/A	N/A	FI
301.3	Attendance Areas	1998	2009				1998	2009	JW
NEW	Attendance Support Program	NEW		Jan. 2012	Mar. 2012	Mar. 2012	NEW		FI
100.1	Board By-Laws	1997	2010				N/A	N/A	JC
302.6.8	Bullying Prevention & Intervention- <i>Safe Schools</i>	2003	2010	Mar. 2012	May 2012	May 2012	2003	2010	FI
202.2	Catholic Leadership: Principal & Vice-Principal Selection	1998	2011				1998	2011	FI
800.1	Catholic School Councils	1998	2011				1998	2011	LAFS
400.3	Christian Community Service	2001		Jan. 2012	Mar. 2012	Mar. 2012	2001		ML
302.6.2	Code of Conduct- <i>Safe Schools</i>	2001	2009				2008	2009	FI
800.2	Community Use of Facilities	1998	2003	Nov. 2011	Jan. 2012	Jan. 2012	1998	2006	JW
800.3	Complaint Resolution	1998	2011				1998	2011	JC
600.4	Corporate Cards, Purchasing Cards & Petty Cash	2007					2007		LR
302.6.7	Criminal Background Check- <i>Safe Schools</i>	2001	2003				2001	2003	FI
201.5	Death Benefit	2002					N/A	N/A	FI
201.10	Deferred Salary Plan (X/Y)	2002					2002		FI
NEW	Diabetes	NEW		Jan. 2012	Mar. 2012	Mar. 2012	NEW		YB
302.6.6	Dress Code- <i>Safe Schools</i>	2001	2002	Jan. 2012	Mar. 2012	Mar. 2012	2001	2002	FI
400.2	Educational Field Trips	1998	2008	Feb. 2012	Mar. 2012	Mar. 2012	1998	2008	ML

Policy #	POLICY NAME	Policy Issued	Reviewed	PC	CW	BD	AG	Reviewed	Resp
			Revised	Projected Presentation Timelines			Issued	Revised	
301.2	Education-Based Research	1998	2011				1998	2011	LAFS
201.12	Electronic Communications Systems (Employees)	2006	2006	Feb. 2012	Apr. 2012	Apr. 2012	2006	2006	MC
301.3	Electronic Communications Systems (Students)	2006		Feb. 2012	Apr. 2012	Apr. 2012	2006		MC
100.8	Electronic Meetings (Board and Committees)	2005					N/A	N/A	JC
201.9	Employee Attendance During Inclement Weather & Workplace Closure	2002		Nov. 2011	Jan. 2012	Jan. 2012	2002		FI
NEW	Employee Code of Conduct & Ethics	NEW		Jan. 2012	Mar. 2012	Mar. 2012	NEW		FI
201.15	Employee Conferences, Workshops & Meetings	2007					2007		LR
201.1	Employee Leaves of Absence	1998	2001				1998	2001	FI
201.14	Employee Meals & Hospitality	2007					2007		LR
201.7	Employee Workplace Harassment *	2002	2010				2002	2010	FI
201.11	Employee Workplace Violence *	2002	2010				2002	2010	FI
400.6	Environmental Stewardship	2011					2011		JW
100.10	Equity and Inclusive Education	2010	2010				2010	2010	YB
100.5	Establishment and Cyclical Review of Policies	1998	2010				1998	2010	JC
800.6	Facility Partnerships	2010					2010		JW
301.4	Fundraising	2002		Feb. 2012	Apr. 2012	Apr. 2012	2002		LR
NEW	Hiring	NEW		Jan. 2012	Mar. 2012	Mar. 2012	NEW		FI
NEW	Leadership Succession Plan	NEW		Mar. 2012	June 2012	June 2012	NEW		FI
600.3	Monthly Financial Reports	1998	2010				N/A	N/A	LR
100.7	Niagara Catholic Education Award of Distinction	2004	2005				2004	2005	FI
800.7	Niagara Catholic Parent Involvement Committee	2011	2011	Nov. 2011	Jan. 2012	Jan. 2012	2011	2011	LAFS
302.7	Nutrition	2005	2011				2005	2011	YB
201.6	Occupational Health & Safety *	2002					2002		FI
301.7	Ontario Student Record (OSR)	2006					2006		ML
302.6.1	Opening or Closing Exercises - <i>Safe Schools</i>	2001	2002				2001	2002	FI
702.1	Playground Equipment	1998	2004	Oct. 2011	Feb. 2012	Feb. 2012	1998	2004	JW
400.4	Prior Learning Assessment & Recognition (PLAR)	2003					2003		ML
302.6.9	Progressive Student Discipline - <i>Safe Schools</i>	2008	2010				2008	2010	FI
701.2	Pupil Accommodation Review	1998	2010				1998	2010	JW
600.1	Purchasing/Supply Chain Management (previously Purchasing of Goods & Services)	1998	2011				1998	2011	LR
600.2	Records Management	1998	2011				1998	2011	JC
201.4	Reimbursement of Travel Expenses	1998	2008				1998	2008	LR
100.10	Religious Accommodation	2010	2010				2010	2010	YB
201.3	Religious Education Courses for Staff	1998	2002				1998	2002	FI
201.2	Retirement & Service Recognition Celebration	1998	2010				1998	2010	FI
302.3	Safe Arrival	1999	2010				1999	2010	FI
302.8	Safe Physical Intervention with Students	2009					2009		LAFS
302.6	Safe Schools	2001	2008	Feb. 2012	Apr. 2012	Apr. 2012	N/A	N/A	FI

Policy #	POLICY NAME	Policy Issued	Reviewed	PC	CW	BD	AG	Reviewed	Resp
			Revised	Projected Presentation Timelines			Issued	Revised	
301.6	School Generated Funds	2006		Mar. 2012	May 2012	May 2012	2006		LR
201.13	Sexual Misconduct	2006					2006		FI
302.6.5	Student Expulsion- <i>Safe Schools</i>	2001	2009				2001	2009	FI
301.11	Student Fees	2011		Nov. 2011	Dec. 2011	Dec. 2011	2011		YB
302.5	Student Parenting	2001		Feb. 2012	Mar. 2012	Mar. 2012	2001		ML
100.6	Student Senate	2000	2001				2000	2001	JC
302.6.4	Student Suspension- <i>Safe Schools</i>	2001	2009				2001	2009	FI
500.2	Student Transportation	2007	2010	Spring 2012	Spring 2012	Spring 2012	2007	2010	LR
100.4	Student Trustees	1998	2007				1998	2007	JC
500.1	Transportation Inclement Weather	1998	2004				1998	2004	LR
100.12	Trustee Code of Conduct	2010					N/A	N/A	JC
100.13	Trustee Expenses & Reimbursement (<i>Interim</i>)	2011					N/A	N/A	JC
100.11	Trustee Honorarium	2010					N/A	N/A	JC
701.3	Video Security Surveillance	2002	2004				2002	2004	JW
301.9	Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students	2011					2011		YB
302.4	Volunteer Driver	2001	2009				2001	2009	YB
800.4	Volunteer Recognition	2007	2008				2008		JC

POLICIES RESCINDED

Policy #	POLICY NAME	Policy Issued	AG Issued	Policy Rescinded	Policy Replaced With
100.2	Trustee Conference & Travel Expenses	1998	1998	2011	Trustee Expenses and Reimbursement Policy (100.13)
100.3	Trustee Travel Expenses	1998	1998	2011	

* **MINISTRY OF LABOUR COMPLIANCE**

POLICY & GUIDELINES REVIEW REPORTS TO SENIOR ADMINISTRATIVE COUNCIL AGENDA ONE WEEK PRIOR TO A REGULARLY SCHEDULED POLICY COMMITTEE MEETING

PC MEETING DATES - 4:30 PRIOR TO SEPT, OCT, NOV, JAN, FEB, MAR, APR & MAY BD MEETINGS

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
DECEMBER 6, 2011**

PUBLIC SESSION

TOPIC: POLICY UPDATE

The Policy Update
is presented for information.

Prepared by: John Crocco, Director of Education
Presented by: John Crocco, Director of Education
Date: December 6, 2011



REPORT TO THE COMMITTEE OF THE WHOLE MEETING FOR THE MONTH OF NOVEMBER 2011

POLICY UPDATE

BACKGROUND INFORMATION

The Policy Update for the month of November 2011 is submitted for the information of Trustees.

A copy of the Policy and Administrative Guidelines - The Establishment and Cyclical Review of Policies Policy (Appendix A) is included for ease of reference.

POLICIES BEING DEVELOPED/REVIEWED		PC	CW	BD	APPENDIX
		Projected Presentation Timelines			
POLICIES BEING DEVELOPED					
1	Attendance Support Program	Jan. 2012	Mar. 2012	Mar. 2012	B
2	Diabetes	Jan. 2012	Mar. 2012	Mar. 2012	C
3	Employee Code of Conduct & Ethics	Jan. 2012	Mar. 2012	Mar. 2012	D
4	Hiring	Jan. 2012	Mar. 2012	Mar. 2012	E
5	Leadership Succession Plan	Mar. 2012	June 2012	June 2012	F
POLICIES BEING REVIEWED					
1	Community Use of Facilities (800.2)	Nov. 2011	Jan. 2012	Jan. 2012	G
2	Employee Attendance During Inclement Weather & Workplace Closure (200.9)	Nov. 2011	Jan. 2012	Jan. 2012	H
3	Niagara Catholic Parent Involvement Committee (Interim) (800.7)	Nov. 2011	Jan. 2012	Jan. 2012	I
4	Playground Equipment (702.1)	Oct. 2011	Feb. 2012	Feb. 2012	J
5	Christian Community Service (400.3)	Jan. 2012	Mar. 2012	Mar. 2012	K
6	Dress Code - Safe Schools (302.6.6)	Jan. 2012	Mar. 2012	Mar. 2012	L
7	Educational Field Trips (400.2)	Feb. 2012	Mar. 2012	Mar. 2012	M
8	Student Parenting (302.5)	Feb. 2012	Mar. 2012	Mar. 2012	N
9	Assignment of Principals & Vice-Principals (202.1)	Mar. 2012	Apr. 2011	Apr. 2011	O
10	Electronic Communications Systems (Employees) (201.12)	Feb. 2012	Apr. 2012	Apr. 2012	P
11	Electronic Communications Systems (Students) (301.3)	Feb. 2012	Apr. 2012	Apr. 2012	Q
12	Fundraising (301.4)	Feb. 2012	Apr. 2012	Apr. 2012	R
13	Safe Schools (302.6)	Feb. 2012	Apr. 2012	Apr. 2012	S
14	Bullying Prevention & Intervention-Safe Schools (302.6.8)	Mar. 2012	May 2012	May 2012	T
15	School Generated Funds (301.6)	Mar. 2012	May 2012	May 2012	U
16	Student Transportation (500.2)	Spring 2012	Spring 2012	Spring 2012	V

POLICIES/VETTED AND BEING VETTED				
POLICIES BEING PRESENTED TO THE BOARD				
1	Student Fees (301.11)	Nov. 2011	Dec. 2011	Dec. 2011

Trustees are reminded that the Policies are published on the Board's website www.niagaracatholic.ca.

The Policy Update is presented for information.

Prepared by: John Crocco, Director of Education

Presented by: John Crocco, Director of Education

Date: November 22, 2011



**THE ESTABLISHMENT AND CYCLICAL
REVIEW OF POLICIES 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 or the Director of Education.

The Director of Education may delegate the development or revision of Policy Statements and Administrative Guidelines to appropriate members of Senior Administrative Council and staff.

The establishment of new Policies and Administrative Guidelines as well as the cyclical review of existing Policies and Administrative Guidelines will adhere to the following process:

1. The draft Policy will be reviewed by Senior Administrative Council for input.
2. Once approved by the Director of Education, the draft Policy will then be forwarded to the Policy Committee for input and information.
3. The Policy Committee may recommend that the draft Policy be vetted to various stakeholder groups or that it be returned to staff for further study.
4. Once approved by the Policy Committee for vetting, the draft Policy will then be distributed to stakeholder groups as identified in the Policy Development Update Form.
5. Once the vetting process has been completed, the final draft Policy will then be presented to Senior Administrative Council for review.
6. Once approved by the Director of Education, the final draft Policy will then be submitted to the Policy Committee for recommendation to the Committee of the Whole.
7. Once reviewed by the Committee of the Whole, the final draft will then be forwarded to the Board for consideration at its next meeting.
8. The Director of Education will issue Administrative Guidelines if necessary in support of the policy, and will distribute the policy to the system.
9. Policies and Administrative Guidelines will be reviewed with the appropriate staff, who will in turn review with school staff to begin the implementation process.

VETTING

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

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



POLICY UPDATE

For the Month of October 2011

NEW

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE			
Name of Policy	Attendance Support Program	Policy # N/A	Initiated by Board
Intent of Policy	To design a Niagara Catholic Attendance Support Program Policy and practical procedures for employee attendance support by January 2012.	Issued N/A	Director <input checked="" type="checkbox"/>
Resource	Frank Iannantuono, Superintendent of Education/Human Resources	Revised N/A	Sr. Admin. Council <input type="checkbox"/> Ministry of Education <input type="checkbox"/>

Distribution of Vetting			
Trustees	<input checked="" type="checkbox"/>	OECTA Occasional	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>
Director	<input checked="" type="checkbox"/>	CUPE	<input checked="" type="checkbox"/>
Superintendents	<input checked="" type="checkbox"/>	Managers/Supervisors	<input checked="" type="checkbox"/>
Curriculum Support Staff	<input checked="" type="checkbox"/>	Principals/V-Principals Council	<input checked="" type="checkbox"/>
OECTA Elementary	<input checked="" type="checkbox"/>	Non-Unionized Staff	<input checked="" type="checkbox"/>
OECTA Secondary	<input checked="" type="checkbox"/>	Catholic School Council Chairs	<input checked="" type="checkbox"/>
		NC Parent Involvement Committee	<input checked="" type="checkbox"/>
		Pastors	<input checked="" type="checkbox"/>
		S.E.A.C.	<input checked="" type="checkbox"/>
		Bishop	<input checked="" type="checkbox"/>
		Board Solicitor	<input checked="" type="checkbox"/>
		Student Senate	<input checked="" type="checkbox"/>
		Others	<input checked="" type="checkbox"/>

STEP 2 – DRAFT POLICY REVIEW		
Stakeholders	Date of Notification to Committee of the Whole	October 2011
Senior Administrative Council	Date of Draft Policy Reviewed	January 2012
Trustees	Date Draft Policy Sent to Trustees	January 2012
Stakeholders	Date of Draft Policy Reviewed	January 2012
Policy Committee	Date of Draft Policy Reviewed	January 2012
Committee of the Whole	Date of Draft Policy Reviewed	March 2012
Board	Date of Draft Policy Reviewed	March 2012

COMMENTS
An Attendance Support Program Policy is being developed to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

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



POLICY UPDATE

For the Month of October 2011

NEW

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy	Diabetes	Policy #	N/A	Initiated by	
Intent of Policy	To design a Diabetes Policy and practical procedures for students prior to January 2012.	Issued	N/A	Board	
Resource	Yolanda Baldasaro, Superintendent of Education	Revised	N/A	Director	✓
				Sr. Admin. Council	
				Ministry of Education	

Distribution of Vetting

Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee	✓
Principals/V-Principals	✓	Student Services	✓	Pastors	✓
Director	✓	CUPE	✓	S.E.A.C.	✓
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate	✓
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others	✓

STEP 2 – DRAFT POLICY REVIEW

Stakeholders	Date of Notification to Committee of the Whole	November 2011
Senior Administrative Council	Date of Draft Policy Reviewed	January 2012
Trustees	Date Draft Policy Sent to Trustees	January 2012
Stakeholders	Date of Draft Policy Reviewed	January 2012
Policy Committee	Date of Draft Policy Reviewed	January 2012
Committee of the Whole	Date of Draft Policy Reviewed	March 2012
Board	Date of Draft Policy Reviewed	March 2012

COMMENTS

A Diabetes Policy is being developed to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

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

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POLICY UPDATE

For the Month of October 2011

NEW

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy	Employee Code of Conduct & Ethics	Policy #	Initiated by	
		N/A	Board	
Intent of Policy	To comply with the recommendation of the Operational Review Team	Issued	Director	
		N/A	Sr. Admin. Council	
Resource	Frank Iannantuono, Superintendent of Education/Human Resources	Revised	Ministry of Education	✓
		N/A		

Distribution of Vetting

Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee	✓
Principals/V-Principals	✓	Student Services	✓	Pastors	✓
Director	✓	CUPE	✓	S.E.A.C.	✓
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate	✓
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others	✓

STEP 2 – DRAFT POLICY REVIEW

Stakeholders	Date of Notification to Committee of the Whole	June 7, 2011
Senior Administrative Council	Date of Draft Policy Reviewed	January 2012
Trustees	Date Draft Policy Sent to Trustees	January 2012
Stakeholders	Date of Draft Policy Reviewed	January 2012
Policy Committee	Date of Draft Policy Reviewed	January 2012
Committee of the Whole	Date of Draft Policy Reviewed	March 2012
Board	Date of Draft Policy Reviewed	March 2012

COMMENTS

An Employee Code of Conduct Policy is being developed to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

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

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POLICY UPDATE

For the Month of October 2011

NEW

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy	Hiring	Policy # N/A	Initiated by	
Intent of Policy	To design a Hiring Policy and procedure for the selection of staff by March 2012.	Issued N/A	Board	
Resource	Frank Iannantuono, Superintendent of Education/Human Resources	Revised N/A	Director	✓
			Sr. Admin. Council	
			Ministry of Education	

Distribution of Vetting

Trustees	<input checked="" type="checkbox"/>	OECTA Occasional	<input checked="" type="checkbox"/>	NC Parent Involvement Committee	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<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"/>
Curriculum Support Staff	<input checked="" type="checkbox"/>	Principals/V-Principals Council	<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 type="checkbox"/>
OECTA Secondary	<input checked="" type="checkbox"/>	Catholic School Council Chairs	<input checked="" type="checkbox"/>	Others	<input type="checkbox"/>

STEP 2 – DRAFT POLICY REVIEW

Stakeholders	Date of Notification to Committee of the Whole	September 2011
Senior Administrative Council	Date of Draft Policy Reviewed	January 2012
Trustees	Date Draft Policy Sent to Trustees	January 2012
Stakeholders	Date of Draft Policy Reviewed	January 2012
Policy Committee	Date of Draft Policy Reviewed	January 2012
Committee of the Whole	Date of Draft Policy Reviewed	March 2012
Board	Date of Draft Policy Reviewed	March 2012

COMMENTS

A Hiring Policy is being developed to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

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

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POLICY UPDATE

For the Month of October 2011

NEW
STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy	Leadership Succession Plan	Policy # N/A	Initiated by	
Intent of Policy	To design a Niagara Catholic Leadership Succession Planning Policy and process for the selection to all positions of leadership within Niagara Catholic by March 2012.	Issued N/A	Board	
Resource	Frank Iannantuono, Superintendent of Education/Human Resources	Revised N/A	Director	✓
			Sr. Admin. Council	
			Ministry of Education	

Distribution of Vetting

Trustees	<input checked="" type="checkbox"/>	OECTA Occasional	<input type="checkbox"/>	NC Parent Involvement Committee	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<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"/>
Curriculum Support Staff	<input checked="" type="checkbox"/>	Principals/V-Principals Council	<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 type="checkbox"/>
OECTA Secondary	<input checked="" type="checkbox"/>	Catholic School Council Chairs	<input checked="" type="checkbox"/>	Others	<input type="checkbox"/>

STEP 2 – DRAFT POLICY REVIEW

Stakeholders	Date of Notification to Committee of the Whole	September 2011
Senior Administrative Council	Date of Draft Policy Reviewed	March 2012
Trustees	Date Draft Policy Sent to Trustees	March 2012
Stakeholders	Date of Draft Policy Reviewed	March 2012
Policy Committee	Date of Draft Policy Reviewed	March 2012
Committee of the Whole	Date of Draft Policy Reviewed	June 2012
Board	Date of Draft Policy Reviewed	June 2012

COMMENTS

A Leadership Succession Plan Policy is being developed to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

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

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POLICY UPDATE

For the Month of November 2011

REVIEW

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy	Community Use of Facilities Policy (800.2)
Resource	James Woods, Controller of Plant

Distribution of Vetting					
Trustees	<input checked="" type="checkbox"/>	OECTA Occasional	<input checked="" type="checkbox"/>	NC Parent Involvement Committee	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<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"/>
Curriculum Support Staff	<input checked="" type="checkbox"/>	Principals/V-Principals Council	<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"/>

STEP 2 – DRAFT POLICY REVIEW

Stakeholders	Date of Notification to Committee of the Whole	May 2010
Senior Administrative Council	Date of Draft Policy Reviewed	November 2011
Trustees	Date Draft Policy Sent to Trustees	November 2011
Stakeholders	Date of Draft Policy Reviewed	November 2011
Policy Committee	Date of Draft Policy Reviewed	November 2011
Committee of the Whole	Date of Draft Policy Reviewed	January 2012
Board	Date of Draft Policy Reviewed	January 2012

COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

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

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POLICY UPDATE

REVIEW

For the Month of November 2011

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy	Employee Attendance During Inclement Weather & Workplace Closure (201.9)
Resource	Frank Iannantuono, Superintendent of Education/Human Resources

Distribution of Vetting					
Trustees	<input checked="" type="checkbox"/>	OECTA Occasional	<input checked="" type="checkbox"/>	NC Parent Involvement Committee	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<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"/>
Curriculum Support Staff	<input checked="" type="checkbox"/>	Principals/V-Principals Council	<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"/>

STEP 2 – DRAFT POLICY REVIEW

Stakeholders	Date of Notification to Committee of the Whole	November 2011
Senior Administrative Council	Date of Draft Policy Reviewed	November 2011
Trustees	Date Draft Policy Sent to Trustees	November 2011
Stakeholders	Date of Draft Policy Reviewed	November 2011
Policy Committee	Date of Draft Policy Reviewed	November 2011
Committee of the Whole	Date of Draft Policy Reviewed	January 2012
Board	Date of Draft Policy Reviewed	January 2012

COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

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

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POLICY UPDATE

REVIEW

For the Month of November 2011

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy	Niagara Catholic Parent Involvement Committee Policy (Interim) (800.7)
Resource	Lee Ann Forsyth-Sells, Superintendent of Education

Distribution of Vetting					
Trustees	<input checked="" type="checkbox"/>	OECTA Occasional	<input checked="" type="checkbox"/>	NC Parent Involvement Committee	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<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"/>
Curriculum Support Staff	<input checked="" type="checkbox"/>	Principals/V-Principals Council	<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"/>

STEP 2 – DRAFT POLICY REVIEW

Stakeholders	Date of Notification to Committee of the Whole	October 2011
Senior Administrative Council	Date of Draft Policy Reviewed	November 2011
Trustees	Date Draft Policy Sent to Trustees	November 2011
Stakeholders	Date of Draft Policy Reviewed	November 2011
Policy Committee	Date of Draft Policy Reviewed	November 2011
Committee of the Whole	Date of Draft Policy Reviewed	January 2012
Board	Date of Draft Policy Reviewed	January 2012

COMMENTS

The current interim policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

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

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POLICY UPDATE

REVIEW

For the Month of November 2011

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy	Playground Equipment (702.1)
Resource	James Woods, Controller of Plant

Distribution of Vetting					
Trustees	<input checked="" type="checkbox"/>	OECTA Occasional	<input checked="" type="checkbox"/>	NC Parent Involvement Committee	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<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"/>
Curriculum Support Staff	<input checked="" type="checkbox"/>	Principals/V-Principals Council	<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"/>

STEP 2 – DRAFT POLICY REVIEW

Stakeholders	Date of Notification to Committee of the Whole	September 2011
Senior Administrative Council	Date of Draft Policy Reviewed	October 2011
Trustees	Date Draft Policy Sent to Trustees	October 2011
Stakeholders	Date of Draft Policy Reviewed	October 2011
Policy Committee	Date of Draft Policy Reviewed	October 2011
Committee of the Whole	Date of Draft Policy Reviewed	February 2012
Board	Date of Draft Policy Reviewed	February 2012

COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

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

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POLICY UPDATE

For the Month of November 2011

REVIEW

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy Christian Community Service (400.3)

Resource Mark Lefebvre, Superintendent of Education

Distribution of Vetting

Trustees	<input checked="" type="checkbox"/>	OECTA Occasional	<input checked="" type="checkbox"/>	NC Parent Involvement Committee	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<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"/>
Curriculum Support Staff	<input checked="" type="checkbox"/>	Principals/V-Principals Council	<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"/>

STEP 2 – DRAFT POLICY REVIEW

Stakeholders	Date of Notification to Committee of the Whole	September 2012
Senior Administrative Council	Date of Draft Policy Reviewed	January 2012
Trustees	Date Draft Policy Sent to Trustees	January 2012
Stakeholders	Date of Draft Policy Reviewed	January 2012
Policy Committee	Date of Draft Policy Reviewed	January 2012
Committee of the Whole	Date of Draft Policy Reviewed	March 2012
Board	Date of Draft Policy Reviewed	March 2012

COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

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

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POLICY UPDATE

REVIEW

For the Month of November 2011

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy	Dress Code - Safe Schools Policy (302.6.6)
Resource	Frank Iannantuono, Superintendent of Education

Distribution of Vetting					
Trustees	<input checked="" type="checkbox"/>	OECTA Occasional	<input checked="" type="checkbox"/>	NC Parent Involvement Committee	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<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"/>
Curriculum Support Staff	<input checked="" type="checkbox"/>	Principals/V-Principals Council	<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"/>

STEP 2 – DRAFT POLICY REVIEW

Stakeholders	Date of Notification to Committee of the Whole	November 2010
Senior Administrative Council	Date of Draft Policy Reviewed	January 2012
Trustees	Date Draft Policy Sent to Trustees	January 2012
Stakeholders	Date of Draft Policy Reviewed	January 2012
Policy Committee	Date of Draft Policy Reviewed	January 2012
Committee of the Whole	Date of Draft Policy Reviewed	March 2012
Board	Date of Draft Policy Reviewed	March 2012

COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

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

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POLICY UPDATE

REVIEW

For the Month of November 2011

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy	Educational Field Trips Policy (400.2)
Resource	Mark Lefebvre, Superintendent of Education

Distribution of Vetting					
Trustees	<input checked="" type="checkbox"/>	OECTA Occasional	<input checked="" type="checkbox"/>	NC Parent Involvement Committee	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<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"/>
Curriculum Support Staff	<input checked="" type="checkbox"/>	Principals/V-Principals Council	<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"/>

STEP 2 – DRAFT POLICY REVIEW

Stakeholders	Date of Notification to Committee of the Whole	June 2010
Senior Administrative Council	Date of Draft Policy Reviewed	February 2012
Trustees	Date Draft Policy Sent to Trustees	February 2012
Stakeholders	Date of Draft Policy Reviewed	February 2012
Policy Committee	Date of Draft Policy Reviewed	February 2012
Committee of the Whole	Date of Draft Policy Reviewed	March 2012
Board	Date of Draft Policy Reviewed	March 2012

COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

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

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POLICY UPDATE

For the Month of November 2011

REVIEW

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy	Student Parenting Policy (302.5)
Resource	Mark Lefebvre, Superintendent of Education

Distribution of Vetting					
Trustees	<input checked="" type="checkbox"/>	OECTA Occasional	<input checked="" type="checkbox"/>	NC Parent Involvement Committee	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<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"/>
Curriculum Support Staff	<input checked="" type="checkbox"/>	Principals/V-Principals Council	<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"/>

STEP 2 – DRAFT POLICY REVIEW

Stakeholders	Date of Notification to Committee of the Whole	October 2011
Senior Administrative Council	Date of Draft Policy Reviewed	February 2012
Trustees	Date Draft Policy Sent to Trustees	February 2012
Stakeholders	Date of Draft Policy Reviewed	February 2012
Policy Committee	Date of Draft Policy Reviewed	February 2012
Committee of the Whole	Date of Draft Policy Reviewed	March 2012
Board	Date of Draft Policy Reviewed	March 2012

COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

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

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POLICY UPDATE

REVIEW

For the Month of November 2011

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy	Assignment of Principals and Vice-Principals (202.1)
Resource	Frank Iannantuono, Superintendent of Education

Distribution of Vetting					
Trustees	<input checked="" type="checkbox"/>	OECTA Occasional	<input checked="" type="checkbox"/>	NC Parent Involvement Committee	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<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"/>
Curriculum Support Staff	<input checked="" type="checkbox"/>	Principals/V-Principals Council	<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"/>

STEP 2 – DRAFT POLICY REVIEW

Stakeholders	Date of Notification to Committee of the Whole	May 2010
Senior Administrative Council	Date of Draft Policy Reviewed	March 2012
Trustees	Date Draft Policy Sent to Trustees	March 2012
Stakeholders	Date of Draft Policy Reviewed	March 2012
Policy Committee	Date of Draft Policy Reviewed	March 2012
Committee of the Whole	Date of Draft Policy Reviewed	April 2012
Board	Date of Draft Policy Reviewed	April 2012

COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

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

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POLICY UPDATE

REVIEW

For the Month of November 2011

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy	Electronic Communications Systems (Employees) (201.12)
Resource	Mario Ciccarelli, Superintendent of Education

Distribution of Vetting			
Trustees	<input checked="" type="checkbox"/>	OECTA Occasional	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>
Director	<input checked="" type="checkbox"/>	CUPE	<input checked="" type="checkbox"/>
Superintendents	<input checked="" type="checkbox"/>	Managers/Supervisors	<input checked="" type="checkbox"/>
Curriculum Support Staff	<input checked="" type="checkbox"/>	Principals/V-Principals Council	<input checked="" type="checkbox"/>
OECTA Elementary	<input checked="" type="checkbox"/>	Non-Unionized Staff	<input checked="" type="checkbox"/>
OECTA Secondary	<input checked="" type="checkbox"/>	Catholic School Council Chairs	<input checked="" type="checkbox"/>
		NC Parent Involvement Committee	<input checked="" type="checkbox"/>
		Pastors	<input checked="" type="checkbox"/>
		S.E.A.C.	<input checked="" type="checkbox"/>
		Bishop	<input checked="" type="checkbox"/>
		Board Solicitor	<input checked="" type="checkbox"/>
		Student Senate	<input checked="" type="checkbox"/>
		Others	<input checked="" type="checkbox"/>

STEP 2 – DRAFT POLICY REVIEW

Stakeholders	Date of Notification to Committee of the Whole	October 2011
Senior Administrative Council	Date of Draft Policy Reviewed	February 2012
Trustees	Date Draft Policy Sent to Trustees	February 2012
Stakeholders	Date of Draft Policy Reviewed	February 2012
Policy Committee	Date of Draft Policy Reviewed	February 2012
Committee of the Whole	Date of Draft Policy Reviewed	April 2012
Board	Date of Draft Policy Reviewed	April 2012

COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

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

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POLICY UPDATE

REVIEW

For the Month of November 2011

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy	Electronic Communications Systems (Students) (301.3)
Resource	Mario Ciccarelli, Superintendent of Education

Distribution of Vetting					
Trustees	<input checked="" type="checkbox"/>	OECTA Occasional	<input checked="" type="checkbox"/>	NC Parent Involvement Committee	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<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"/>
Curriculum Support Staff	<input checked="" type="checkbox"/>	Principals/V-Principals Council	<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"/>

STEP 2 – DRAFT POLICY REVIEW

Stakeholders	Date of Notification to Committee of the Whole	October 2011
Senior Administrative Council	Date of Draft Policy Reviewed	February 2012
Trustees	Date Draft Policy Sent to Trustees	February 2012
Stakeholders	Date of Draft Policy Reviewed	February 2012
Policy Committee	Date of Draft Policy Reviewed	February 2012
Committee of the Whole	Date of Draft Policy Reviewed	April 2012
Board	Date of Draft Policy Reviewed	April 2012

COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

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

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POLICY UPDATE

REVIEW

For the Month of November 2011

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy	Fundraising Policy (301.4)
Resource	Larry Reich, Superintendent of Business & Financial Services

Distribution of Vetting					
Trustees	<input checked="" type="checkbox"/>	OECTA Occasional	<input checked="" type="checkbox"/>	NC Parent Involvement Committee	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<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"/>
Curriculum Support Staff	<input checked="" type="checkbox"/>	Principals/V-Principals Council	<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"/>

STEP 2 – DRAFT POLICY REVIEW

Stakeholders	Date of Notification to Committee of the Whole	June 2010
Senior Administrative Council	Date of Draft Policy Reviewed	February 2012
Trustees	Date Draft Policy Sent to Trustees	February 2012
Stakeholders	Date of Draft Policy Reviewed	February 2012
Policy Committee	Date of Draft Policy Reviewed	February 2012
Committee of the Whole	Date of Draft Policy Reviewed	April 2012
Board	Date of Draft Policy Reviewed	April 2012

COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

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

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POLICY UPDATE

REVIEW

For the Month of November 2011

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy	Safe Schools Policy (302.6)
Resource	Frank Iannantuono, Superintendent of Education

Distribution of Vetting					
Trustees	<input checked="" type="checkbox"/>	OECTA Occasional	<input checked="" type="checkbox"/>	NC Parent Involvement Committee	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<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"/>
Curriculum Support Staff	<input checked="" type="checkbox"/>	Principals/V-Principals Council	<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"/>

STEP 2 – DRAFT POLICY REVIEW

Stakeholders	Date of Notification to Committee of the Whole	October 2011
Senior Administrative Council	Date of Draft Policy Reviewed	February 2012
Trustees	Date Draft Policy Sent to Trustees	February 2012
Stakeholders	Date of Draft Policy Reviewed	February 2012
Policy Committee	Date of Draft Policy Reviewed	February 2012
Committee of the Whole	Date of Draft Policy Reviewed	April 2012
Board	Date of Draft Policy Reviewed	April 2012

COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

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

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POLICY UPDATE

REVIEW

For the Month of November 2011

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy	Bullying Prevention & Intervention-Safe Schools (302.6.8)
Resource	Frank Iannantuono, Superintendent of Education

Distribution of Vetting					
Trustees	<input checked="" type="checkbox"/>	OECTA Occasional	<input checked="" type="checkbox"/>	NC Parent Involvement Committee	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<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"/>
Curriculum Support Staff	<input checked="" type="checkbox"/>	Principals/V-Principals Council	<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"/>

STEP 2 – DRAFT POLICY REVIEW

Stakeholders	Date of Notification to Committee of the Whole	October 2011
Senior Administrative Council	Date of Draft Policy Reviewed	March 2012
Trustees	Date Draft Policy Sent to Trustees	March 2012
Stakeholders	Date of Draft Policy Reviewed	March 2012
Policy Committee	Date of Draft Policy Reviewed	March 2012
Committee of the Whole	Date of Draft Policy Reviewed	May 2012
Board	Date of Draft Policy Reviewed	May 2012

COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

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

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POLICY UPDATE

REVIEW

For the Month of November 2011

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy	School Generated Funds Policy (301.6)
Resource	Larry Reich, Superintendent of Business & Financial Services

Distribution of Vetting					
Trustees	<input checked="" type="checkbox"/>	OECTA Occasional	<input checked="" type="checkbox"/>	NC Parent Involvement Committee	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<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"/>
Curriculum Support Staff	<input checked="" type="checkbox"/>	Principals/V-Principals Council	<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"/>

STEP 2 – DRAFT POLICY REVIEW

Stakeholders	Date of Notification to Committee of the Whole	October 2011
Senior Administrative Council	Date of Draft Policy Reviewed	March 2012
Trustees	Date Draft Policy Sent to Trustees	March 2012
Stakeholders	Date of Draft Policy Reviewed	March 2012
Policy Committee	Date of Draft Policy Reviewed	March 2012
Committee of the Whole	Date of Draft Policy Reviewed	May 2012
Board	Date of Draft Policy Reviewed	May 2012

COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

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

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POLICY UPDATE

REVIEW

For the Month of November 2011

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy	Student Transportation Policy (500.2)
Resource	Larry Reich, Superintendent of Business & Financial Services

Distribution of Vetting					
Trustees	<input checked="" type="checkbox"/>	OECTA Occasional	<input checked="" type="checkbox"/>	NC Parent Involvement Committee	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<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"/>
Curriculum Support Staff	<input checked="" type="checkbox"/>	Principals/V-Principals Council	<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"/>

STEP 2 – DRAFT POLICY REVIEW

Stakeholders	Date of Notification to Committee of the Whole	October 2011
Senior Administrative Council	Date of Draft Policy Reviewed	Spring 2012
Trustees	Date Draft Policy Sent to Trustees	Spring 2012
Stakeholders	Date of Draft Policy Reviewed	Spring 2012
Policy Committee	Date of Draft Policy Reviewed	Spring 2012
Committee of the Whole	Date of Draft Policy Reviewed	Spring 2012
Board	Date of Draft Policy Reviewed	Spring 2012

COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

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

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**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
DECEMBER 6, 2011**

PUBLIC SESSION

TOPIC: SPEECH AND LANGUAGE DEMONSTRATION SITE

The report on the
Speech and Language Demonstration Site
is presented for information.

Prepared by: Yolanda Baldasaro, Superintendent of Education
Presented by: Yolanda Baldasaro, Superintendent of Education
Colleen Atkinson, Amy Dowd, David O'Rourke – Special Education Coordinators
Jackie Van Lankveld, Coordinator, Niagara Preschool Speech and Language Program,
Niagara Peninsula Children's Centre
Approved by: John Crocco, Director of Education
Date: December 6, 2011



REPORT TO THE COMMITTEE OF THE WHOLE MEETING DECEMBER 6th, 2011

SPEECH AND LANGUAGE DEMONSTRATION SITE

BACKGROUND INFORMATION

This past June, 2011, the Ministry of Child and Youth Services, Ministry of Health and Long Term Care and the Ministry of Education distributed a tri-ministry Expression of Interest (EOI) to stakeholders responsible for the provision of speech and language services in the province of Ontario. The EOI invited interested agencies and district school boards to make submissions on how they would partner together to integrate and stream line speech and language services for young children and students, from birth to Grade 3.

The Niagara Peninsula Children's Centre, acting as the Lead Agency, submitted a proposal in collaboration with the Niagara Catholic District School Board, the District School Board of Niagara, the Niagara Health System and the Hamilton, Niagara, Haldimand Brant Community Care Access Centre. In early August, 2011, Jackie Van Lankveld, Coordinator of Niagara Preschool Speech and Language Program for the Niagara Peninsula Children's Centre and proposed site manager for the project submission, received confirmation that Niagara was selected as one of seven provincial demonstration sites for integrating speech and language services for young children and students. The Niagara demonstration site was awarded a budget of \$150,000 to support the achievement of the outcomes outlined in its EOI submission for the 2011-2012 school year.

Selected schools participating in the Niagara demonstration site offer either Full Day Early Learning Kindergarten or full day Junior Kindergarten/Senior Kindergarten programs. The selected schools are also located in neighbourhoods that have typically higher numbers of children requiring speech and language services from both preschool and school based services. The following Niagara Catholic elementary schools are participating as pilot locations for the Niagara demonstration site:

- St. Anthony Catholic School
- St. Denis Catholic School
- St. Thomas More Catholic School
- Father Hennepin Catholic School

For all four school locations, the Niagara Peninsula Children's Centre Preschool Speech and Language (PSL) personnel extend their service mandate to include children not only attending Junior Kindergarten, but Senior Kindergarten classrooms as well. Both Junior Kindergarten and Senior Kindergarten children will be served by the PSL at the child's school site providing easier access to service. The model of service delivery also allows the Board and Community Care Access Centre providers to enhance their service delivery to children in Grades 1-3 by extending their current boundaries of speech versus language intervention. The model has a family centered care philosophy that permeates through chosen models of service delivery and in the development of the family service plan.

The Ministries have selected an external evaluator to measure and evaluate child, family, service provider and site outcomes through a variety of means (data submissions, site visits, surveys and interviews) to inform them of the effectiveness of the demonstration sites.

The Special Education Area Coordinators and Jackie Van Lankveld, Site Manager for the Niagara demonstration site will present additional information regarding the progress of the pilot project at the Committee of the Whole Meeting.

The report on Speech and Language Demonstration Site is presented for information.

Prepared By: Yolanda Baldasaro, Superintendent of Education

Presented By: Yolanda Baldasaro, Superintendent of Education
Colleen Atkinson, Amy Dowd, David O'Rourke – Special Education Coordinators
Jackie Van Lankveld, Coordinator, Niagara Preschool Speech and Language Program,
Niagara Peninsula Children's Centre

Approved By: John Crocco, Director of Education

Date: December 6th, 2011

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
DECEMBER 6, 2011**

PUBLIC SESSION

TOPIC: ELEMENTARY ITINERANT ARTS PROGRAM

The report on the
Elementary Itinerant Arts Program
is presented for information.

Prepared by: Mark Lefebvre, Superintendent of Education
Lori Kirk, Itinerant Arts Coach

Presented by: Mark Lefebvre, Superintendent of Education
Lori Kirk, Itinerant Arts Coach

Approved by: John Crocco, Director of Education

Date: December 6, 2011



REPORT TO THE COMMITTEE OF THE WHOLE MEETING DECEMBER 6, 2011

ELEMENTARY ITINERANT ARTS PROGRAM

BACKGROUND INFORMATION

As of September 2011, all full-time ELKP to Grade 8 teachers receive a total of 18 periods of additional preparation and planning time under the PDT-agreement. This is an increase of nine (9) periods from the 2010-2011 school year. Commencing in 2010-2011, additional prep periods are to be administered through Niagara Catholic Itinerant Arts Coaches who support the implementation of the Ontario Curriculum, Grades 1-8 The Arts, 2009. The Arts Itinerant teachers are part of the Program Department aimed at advancing student learning and curriculum development system-wide for Grades K-8.

The role of the Arts Itinerant teacher within the school is twofold: for students, it is to encourage student engagement, develop self-esteem, team-work, performance skills, creativity and critical thinking; for teachers, it is to provide the opportunity for collaboration with grade-level teachers during the additional prep periods, and to encourage and build professional dialogue about current best practices in the arts.

The Itinerant Arts teachers assess each class in one of the Arts strands- Music, Drama, Dance, or Visual Arts- using a variety of assessment tools and strategies. By the end of the visit, the classroom teacher is provided one mark to be used toward the final subject grade, and the Ontario Curriculum expectation(s) covered during the nine (9) periods with the class.

Program Expansion and Improvements- 2011-2012:

In order to support the extended prep time this year, seven (7) additional qualified and talented teachers in the disciplines of Music, Drama, Dance, and Visual Arts were added to this dynamic team of twelve (12) Arts Itinerant teachers in total.

The 2011-2012 Itinerant Arts Coaches team includes:

<i>Teacher</i>	<i>Area of Expertise</i>
Holly O'Shea	Music
Tracy Docherty	Drama and Visual Arts
Marc Sottile	Music
Lori Kirk	Music
Laurie Crain-Anez	Visual Arts, Drama, Dance
Stephanie Iker	Drama
Jordynn McIntosh	Music
Melissa Greene	Dance
Angela Presti	Drama
Melissa Lococo	Drama
Stephanie Drew	Dance
Bianca De Santis	Drama

Travelling in teams of four (4), the Itinerant Arts teachers visit each school site twice throughout the year, once in Term 1 and once in Term 2, following a pre-arranged schedule. Full-time classroom teachers thus receive an additional nine (9) periods of preparation time per term.

Also new this year is the addition of Coaching Days, whereby Arts teachers are afforded the time and opportunity to team-teach and engage in professional dialogue with colleagues at their home schools. The classroom teacher may request coaching assistance to be arranged with the Arts teacher in accordance with his/her coaching day schedule.

Principals and teachers are encouraged to use the 2011-2012 Niagara Catholic Arts Itinerant Procedural Handbook to clarify concerns and questions derived from the previous year's delivery of the program. Procedures are now detailed in the handbook for creating school schedules, coverage for inclement weather (bus cancellations, snow days, etc.), classroom teacher absences requiring supply teachers, and assessment expectations. In preparation for the Arts Coaches' visit, information is further provided for pre-visit and post-visit procedures to ensure a smooth transition for both the Arts team and host school. Every classroom teacher is required to provide a classroom profile including a seating chart and pre-arranged groups for group work lessons, and relevant student accommodations and modifications.

The Itinerant Arts Coaching program will continue to expand next year to accommodate the increase in prep and planning time negotiated under the PDT-agreement: nine (9) more periods to total 27 additional periods per full-time teacher. This extra time will allow for a deeper understanding of grade level expectations by providing students with further opportunities to create, understand, analyze, and respond, as they build upon a solid foundation of knowledge in the arts.

The report on the Elementary Itinerant Arts Program,
is presented for information.

Prepared by: Mark Lefebvre, Superintendent of Education
Lori Kirk, Itinerant Arts Coach

Presented by: Mark Lefebvre, Superintendent of Education
Lori Kirk, Itinerant Arts Coach

Approved by: John Crocco, Director of Education

Date: December 6th, 2011

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
DECEMBER 6, 2011**

PUBLIC SESSION

**TOPIC: STAFF DEVELOPMENT DEPARTMENT PROFESSIONAL
DEVELOPMENT OPPORTUNITIES**

The report on the
Staff Development Department
Professional Development Opportunities
is presented for information.

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources
Khayyam Syne, Administrator of Staff Development

Presented by: Frank Iannantuono, Superintendent of Education/Human Resources
Khayyam Syne, Administrator of Staff Development

Approved by: John Crocco, Director of Education

Date: December 6, 2011



REPORT TO THE COMMITTEE OF THE WHOLE MEETING DECEMBER 6, 2011

STAFF DEVELOPMENT DEPARTMENT PROFESSIONAL DEVELOPMENT OPPORTUNITIES

BACKGROUND INFORMATION

In alignment with the Board's Vision 2020 Strategic Plan and annual System Priorities, the Department of Staff Development, as an integral aspect of its mandate, acts as the point of co-ordination among various departments. Thus ensuring that all professional development opportunities for staff, both teaching and non-teaching, occur in a seamless fashion so as to minimize disruptions to the myriad services provided within our Niagara Catholic community.

The following is a listing of activities that will be occurring during the period December 6, 2011, through January 17, 2012.

Tuesday, December 6, 2011

Elementary and Secondary Administrators and other Employee Groups – First Aid Re-certification

- The first of a series of workshops designed to satisfy the Health and Safety training for *Emergency Response* teams in all Board sites

Elementary Teachers' Blended Learning Training

- The first of a series of workshops designed to Elementary teachers who will be the point person in their schools to implement the concept of blended learning and the proper use of the internet for accessing learning resources, while simultaneously being trained on the newly acquired "Computer on Wheels (COWS)" units.

Thursday, December 8, 2011

Elementary Teachers' Blended Learning Training

- The second of a series of workshops designed to Elementary teachers who will be the point person in their schools to implement the concept of blended learning and the proper use of the internet for accessing learning resources, while simultaneously being trained on the newly acquired "Computer on Wheels (COWS)" units.

Elementary Teachers' Training – Comprehension, Accuracy, Fluency and Extended Reading Skills (CAFÉ) Training

- A workshop designed for this group of teachers to assist them in meeting the needs of their students more effectively when teaching with reading skills.

Friday, December 9, 2011

Elementary Teachers' Blended Learning Training

- The third of a series of workshops designed to Elementary teachers who will be the point person in their schools to implement the concept of blended learning and the proper use of the internet for accessing learning resources, while simultaneously being trained on the newly acquired "Computer on Wheels (COWS)" units.

Monday, December 12, 2011

Elementary and Secondary Administrators and other Employee Groups – First Aid Re-certification

- The second of a series of workshops designed to satisfy the Health and Safety training for *Emergency Response* teams in all Board sites

Secondary Teachers of Mathematics- "All About Math"

- A workshop for this group of teachers designed to provide them with a full-day carousel approach to best practice sharing with colleagues from different schools within the Board.

Wednesday, December 14, 2011

Elementary and Secondary Administrators and other Employee Groups – First Aid Re-certification

- The final of a series of workshops designed to satisfy the Health and Safety training for *Emergency Response* teams in all Board sites

Wednesday, January 11, 2012

Elementary and Secondary Teachers of Religion – Virtue of Justice

- A workshop for this group of teachers to explore the available resources and to provide suggestions which can be shared with all Board schools to enable more meaningful and appropriate Virtues Education teaching models.

Monday, January 16, 2012

Early Years to Grade 2 Teachers Collaborative Inquiry in Mathematics Training

- A workshop designed for this group of teachers that will focus on the communication of the understanding and integration of mathematical terminology especially in the Early Learning, Kindergarten program.

This Staff Development update will be accompanied by a brief power point and oral presentation which deals with the second Human Resources Certification for administrators session, held on Tuesday, November 22, 2011 and featured "Safe Schools" expert, Robert Keel.

The Report on Staff Development: Professional Development Opportunities is presented for information.

Prepared By: Frank Iannantuono, Superintendent of Education
Khayyam Syne, Administrator of Staff Development

Presented By: Frank Iannantuono, Superintendent of Education
Khayyam Syne, Administrator of Staff Development

Approved By: John Crocco, Director of Education

Date: December 6, 2011

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
DECEMBER 6, 2011**

PUBLIC SESSION

TOPIC: CAPITAL PROJECT UPDATE

The Capital Project Update
is presented for information

Prepared by: James Woods, Controller of Plant
Presented by: James Woods, Controller of Plant
Approved by: John Crocco, Director of Education
Date: December 6, 2011



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO COMMITTEE OF THE WHOLE MEETING DECEMBER 6, 2011

CAPITAL PROJECTS PROGRESS REPORT

BACKGROUND INFORMATION

Individual progress reports for capital projects are presented as follows:

In Progress

Appendix A	Blessed Trinity Catholic Secondary School (Gr.)
Appendix B	Cardinal Newman Catholic Elementary School (NF)
Appendix C	Mary Ward Catholic Elementary School (NF)
Appendix D	Our Lady of Fatima Catholic Elementary School (Gr.)
Appendix E	Our Lady of Victory Catholic Elementary School (FE)
Appendix F	Sacred Heart Catholic Elementary School
Appendix G	Saint Michael Catholic High School (NF)
Appendix H	St. Alfred Catholic Elementary School (SC)
Appendix I	St. Anthony Catholic Elementary School (SC)
Appendix J	St. Charles Catholic Elementary School
Appendix K	St. Joseph Catholic Elementary School (Gr.)
Appendix L	St. Mark Catholic Elementary School
Appendix M	St. Martin Catholic Elementary School
Appendix N	St. Michael Catholic Elementary School (NOTL)

The Capital Projects Progress Report is presented for information.

Prepared by: James Woods, Controller of Plant
Presented by: James Woods, Controller of Plant
Approved by: John Crocco, Director of Education
Date: December 6, 2011



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
DECEMBER 06, 2011**

APPENDIX A

BLESSED TRINITY CATHOLIC SECONDARY SCHOOL, GRIMSBY

Scope of Project: Design and construction of a twenty-three classroom addition to the existing facility under the Energy Efficient Funding Program

Current Status: Construction is proceeding according to schedule.



Project Information:

New Area to be Constructed	43,338	sq. ft.
Existing Area to be Renovated	16,864	sq. ft.
Total New Facility Area	129,731	sq. ft.
Total Site Area	16.8	acres
Pupil Places Added	483	students
New Facility Capacity	1059	students

Project Funding:

Energy Efficiency	11,000,000
Board Reserves	329,915

\$11,329,915

Project Costs:

	Budget	Paid	Forecast
Contract, Phase 1	1,435,925	1,440,130	1,435,925
Contract, Phase 2	7,873,905	1,731,092	7,873,905
Fees & Disbursements	880,000	918,240	880,000
Furniture & Equipment	700,085	0	700,085
Other Project Costs	440,000	215,707	440,000
	\$11,329,915	\$4,305,169	\$11,329,915

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	10 June 2009	10 June 2009
Architect Selection	20 July 2009	26 July 2009
Design Development	2 November 2009	26 January 2010
Contract Documents, Phase 1	8 April 2010	18 June 2010
Tender & Approvals, Phase 1	25 May 2010	7 July 2010
Construction, Phase 1	27 August 2010	27 September 2010
Contract Documents, Phase 2	24 March 2011	16 March 2011
Tender & Approvals, Phase 2	29 March 2011	12 April 2011
Construction, Phase 2	16 December 2011	
Occupancy	4 September 2012	
Official Opening & Blessing	November 2012	

Project Team:

Architect	Raimondo + Associates Architects Inc.
General Contractor, Phase 1	Rankin Construction Inc.
General Contractor, Phase 2	Brouwer Construction (1981) Ltd.
Project Manager	Anthony Ferrara
Superintendent	Yolanda Baldasaro
Principal	Ted Farrell



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
DECEMBER 06, 2011**

APPENDIX B

CARDINAL NEWMAN CATHOLIC ELEMENTARY SCHOOL



Scope of Project: design and construction of a single classroom addition, and expansion of an existing classroom to be a full day early learning kindergarten classroom

Current Status:
Construction drawings are being prepared.

Project Information:

New Area to be Constructed	1,200	sq. ft.
Existing Area to be Renovated		sq. ft.
Total New Facility Area	39,729	sq. ft.
Total Site Area	4.27	acres
Pupil Places Added	44	students
New Facility Capacity	518	students

Project Funding:

FDK Grant	434,584
	\$434,584

Project Costs:

	Budget	Paid	Forecast
Construction Contract	350,000		350,000
Fees & Disbursements	70,000	52,426	70,000
Furniture & Equipment	5,000		5,000
Other Project Costs	9,584	1,011	9,584
	\$434,584	\$53,437	\$434,584

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	March 2, 2011	March 2, 2011
Architect Selection	July 19, 2011	July 19, 2011
Design Development	September 2011	
Contract Documents	February 2012	
Tender & Approvals	February 2012	
Construction	August 2012	
Occupancy	September 4, 2012	
Official Opening & Blessing	November 2012	

Project Team:

Architect	Venerino V.P. Panici Architect Inc
General Contractor	TBD
Project Manager	Anthony Ferrara
Superintendent	Mark Lefebvre
Principal	Chris Kerho



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
DECEMBER 06, 2011**

APPENDIX C

MARY WARD CATHOLIC ELEMENTARY SCHOOL

Scope of Project: Design and construction of a library addition, and renovation of the existing library to be a new full day early learning kindergarten classroom.

Current Status: Architects have been appointed and schematic designs are being prepared.

Project Information:

New Area to be Constructed	1200	sq. ft.
Existing Area to be Renovated		sq. ft.
Total New Facility Area	37,034	sq. ft.
Total Site Area	4	acres
Pupil Places Added	38	students
New Facility Capacity	400	students



Project Funding:

FDK Grant	434,584
	\$434,584

Project Costs:

	Budget	Paid	Forecast
Construction Contract	350,000		350,000
Fees & Disbursements	50,000		50,000
Furniture & Equipment	10,000		10,000
Other Project Costs	24,584		24,584
	\$434,584	\$0	\$434,584

Project Timelines:

	Scheduled Completion	Actual Completion
Funding Approval	March 2, 2011	March 2, 2011
Architect Selection	August 2011	
Design Development	September 2011	
Contract Documents	February 2012	
Tender & Approvals, Phase 1	February 2012	
Construction	August 2010	
Occupancy	September 4, 2012	
Official Opening & Blessing	November 2010	

Project Team:

Architect	Svedas Koyanagi Architects Inc.
General Contractor	TBD
Project Manager	Tunde Labbancz
Superintendent	Mark Lefebvre
Principal	Domenic Massi



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
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APPENDIX D

OUR LADY OF FATIMA CATHOLIC ELEMENTARY SCHOOL, GRIMSBY

Scope of Project:

Installation of a 109 kW roof top solar photovoltaic system consisting of a total of 504 solar panels, estimated to produce 120,000 kWh of electricity annually, and supplied to the utility company under the Feed-In-Tariff Program. A web enabled data acquisition system to monitor performance is also included within the scope.



Current Status:

Solar panel installation is complete and the system is ready for connection to the power grid.

Project Funding:

Renewable Energy	949,373
Facilities Renewal	460,000

\$1,409,373

Project Costs:

	Budget	Paid	Forecast
Construction Contract	1,200,000	938,689	1,200,000
Fees & Disbursements	78,250	84,064	78,250
Other Project Costs	130,900	77,476	130,900
	<u>\$1,409,150</u>	<u>\$1,100,229</u>	<u>\$1,409,150</u>

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	February 19, 2010	February 19, 2010
Design Development	January 10, 2011	January 24, 2011
Contract Documents	January 31, 2011	January 31, 2011
Tender	February 17, 2011	February 17, 2011
Construction	August 31, 2011	

Project Team:

Architect	Venerino V.P. Panici Architect Inc
General Contractor	Carmanah Technologies
Project Manager	Anthony Ferrara
Superintendent	Yolanda Baldasaro
Principal	Michael Hendrickse



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
DECEMBER 06, 2011**

APPENDIX E

OUR LADY OF VICTORY CATHOLIC ELEMENTARY SCHOOL

Scope of Project:

Consolidation of the junior and senior schools through the design and construction of an eight classroom addition and alterations to the existing junior building under the Energy Efficient Funding program. Alterations to the existing building will occur during the summer months, and the new classrooms will be added while the existing building continues to function.

Current Status:

Site work is complete and the gymnasium and library are nearing completion.

Project Information:

New Area to be Constructed	1,7815	sq. ft.
Existing Area to be Renovated	28,848	sq. ft.
Total New Facility Area	47,200	sq. ft.
Total Site Area	8.6	acres
Pupil Places Added	184	students
New Facility Capacity	495	students



Project Funding:

Energy Efficiency ES	4,563,142
Energy Efficiency M	300,000
Facilities Renewal	525,000
GPTL	500,000
	\$5,888,142

Project Costs:

	Budget	Paid	Forecast
Construction Contract	4,321,000	4,459,345	4,321,000
Fees & Disbursements	554,700	486,942	554,700
Furniture & Equipment	119,500	124,120	119,500
Other Project Costs	689,572	133,038	689,572
	\$5,684,772	\$5,203,445	\$5,684,772

Project Timelines:

	Scheduled Completion	Actual Completion
Funding Approval	10 June 2009	10 June 2009
Architect Selection	20 July 2009	26 June 2009
Design Development	6 October 2009	9 December 2009
Contract Documents	26 January 2010	18 June 2010
Tender	13 May 2010	6 July 2010
Construction	12 August 2011	
Occupancy	6 September 2011	
Official Opening & Blessing	08 December 2011	

Project Team:

Architect	Raimondo + Associates Architects Inc.
General Contractor	T.R. Hinan Contractors
Project Manager	Anthony Ferrara
Superintendent	Lee Ann Forsyth-Sells
Principal	Theresa Murphy



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
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APPENDIX F

SACRED HEART CATHOLIC ELEMENTARY SCHOOL

Scope of Project: expansion of an existing classroom to be a new full day early learning kindergarten classroom.

Current Status: architects have been appointed and schematic designs are being prepared.



Project Information:

New Area to be Constructed	1200	sq. ft.
Existing Area to be Renovated		sq. ft.
Total New Facility Area	25,258	sq. ft.
Total Site Area	5.2	acres
Pupil Places Added	32	students
New Facility Capacity	328	students

Project Funding:

FDK Grant	434,584
	\$434,584

Project Costs:

	Budget	Paid	Forecast
Contract	350,000		350,000
Fees & Disbursements	50,000	4,059	50,000
Furniture & Equipment	10,000		10,000
Other Project Costs	24,584		24,584
	\$434,584	\$4,059	\$434,584

Project Timelines:

	Scheduled Completion	Actual Completion
Funding Approval	March 2, 2011	March 2, 2011
Architect Selection	August 2011	
Design Development	September 2011	
Contract Documents	February 2012	
Tender & Approvals	February 2012	
Construction	August 2012	
Occupancy	September 4, 2012	
Official Opening & Blessing	November 2012	

Project Team:

Architect	Chapman Murray Associates Architects Inc
General Contractor	TBD
Project Manager	Tunde Labbancz
Superintendent	Mark Lefebvre
Principal	Lisa Selman



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
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APPENDIX G

SAINT MICHAEL CATHOLIC HIGH SCHOOL

Scope of Project:

Design and construction of a ten classroom addition.

Current Status:

Space requirement report has been submitted to the Ministry.

Project Information:

New Area to be Constructed	16,380	sq. ft.
Existing Area to be Renovated		sq. ft.
Total New Facility Area	119,868	sq. ft.
Total Site Area	15.8	acres
Pupil Places Added	210	students
New Facility Capacity	1,017	students



Project Funding:

Capital Priorities	5,527,880
Reserve for Property	1,000,000
	\$6,527,880

Project Costs:

	Budget	Paid	Forecast
Purchase of Property	1,000,000		1,000,000
Construction Contract	4,450,000		4,450,000
Fees & Disbursements	500,000		500,000
Furniture & Equipment	50,000		50,000
Other Project Costs	527,880		527,880
	\$6,527,880	\$0	\$6,527,880

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	July 7, 2011	July 7, 2011
Ministry Approval (space)	December, 2011	
Architect Selection	January 30, 2012	
Design Development	March, 2012	
Contract Documents	May, 2012	
Tender	July, 2012	
Ministry Approval (cost)	July, 2012	
Construction	August, 2013	
Occupancy	September 3, 2013	
Official Opening & Blessing		

Project Team:

Architect	TBD
General Contractor	TBD
Project Manager	Anthony Ferrara
Superintendent	Mark Lefebvre
Principal	James Whittard



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
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APPENDIX H

ST. ALFRED CATHOLIC ELEMENTARY SCHOOL

Scope of Project:

Design and construction of a new full day early learning kindergarten classroom.

Current Status:

Architects have been appointed and schematic designs are being prepared.

Project Information:

New Area to be Constructed	1,200	sq. ft.
Existing Area to be Renovated		sq. ft.
Total New Facility Area	42,524	sq. ft.
Total Site Area	6.84	acres
Pupil Places Added	38	students
New Facility Capacity	492	students



Project Funding:

FDK Grant	434,584
	\$434,584

Project Costs:

	Budget	Paid	Forecast
Construction Contract	350,000		350,000
Fees & Disbursements	40,000	8,827	40,000
Furniture & Equipment	5,000		5,000
Other Project Costs	39,584	2,068	39,584
	\$434,584	\$10,895	\$434,584

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	March 2, 2011	March 2, 2011
Architect Selection	August 9, 2011	August 9, 2011
Design Development	September 2011	
Contract Documents	February 2012	
Tender & Approvals	February 2012	
Construction	August 2012	
Occupancy	September 4, 2012	
Official Opening & Blessing	November 2012	

Project Team:

Architect	Macdonald Zuberec Ensslen Architects Inc.
General Contractor	TBD
Project Manager	Tunde Labbancz
Superintendent	Mario Ciccarelli
Principal	Ken Czaplicki



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
DECEMBER 06, 2011**

APPENDIX I

ST. ANTHONY CATHOLIC ELEMENTARY SCHOOL

Scope of Project:

Design and construction of 3 new classrooms for Early Learning, plus renovations to provide additional general classrooms within the existing building.

Current Status:

Exterior is complete. Interior finishes are in progress

Project Information:

New Area to be Constructed	6,588	sq. ft.
Existing Area to be Renovated	2,400	sq. ft.
Total New Facility Area	50,777	sq. ft.
Total Site Area	5.04	acres
Pupil Places Added	124	students
New Facility Capacity	602	students



Project Funding:

Primary Class Size	1,077,869
Early Learning	434,585
Facilities Renewal	166,750
Energy Funding	550,000
	\$2,229,204

Project Costs:

	Budget	Paid	Forecast
Construction Contract	1,396,000	967,977	1,396,000
Fees & Disbursements	146,700	181,469	150,556
Furniture & Equipment	15,000	57,286	15,000
Other Project Costs	671,504	70,486	667,648
	\$2,229,204	\$1,277,218	\$2,229,204

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	19/12/2008 & 15/06/2010	15 June 2010
Architect Selection	26 July 2009	26 July 2009
Design Development	23 December 2009	10 August 2010
Contract Documents	17 February 2011	17 February 2011
Tender & Approvals	22 February 2011	8 March 2011
Construction	16 December 2011	
Occupancy	9 January 2012	
Official Opening & Blessing		

Project Team:

Architect	Garwood-Jones & Hanham
General Contractor	Merit Contractors Niagara
Project Manager	Tunde Labbanicz
Superintendent	Mario Ciccarelli
Principal	Anne Marie Crocco



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
DECEMBER 06, 2011**

APPENDIX J

ST. CHARLES CATHOLIC ELEMENTARY SCHOOL

Scope of Project:

Expansion and renovation of six classrooms to be full day early learning kindergarten classrooms.

Current Status:

Architects have been appointed and construction drawings are being prepared.



Project Information:

New Area to be Constructed	3,600	sq. ft.
Existing Area to be Renovated		sq. ft.
Total New Facility Area	42,125	sq. ft.
Total Site Area	3.5	acres
Pupil Places Added	18	students
New Facility Capacity	442	students

Project Funding:

FDK Grant	1,086,462
	<u>\$1,086,462</u>

Project Costs:

	Budget	Paid	Forecast
Construction Contract	870,000		870,000
Fees & Disbursements	100,000	33,392	100,000
Furniture & Equipment	20,000		20,000
Other Project Costs	96,462	2,554	96,462
	<u>\$1,086,462</u>	<u>\$35,946</u>	<u>\$1,086,462</u>

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	March 2, 2011	March 2, 2011
Architect Selection	June 29, 2011	June 29, 2011
Design Development	September 2011	
Contract Documents	February 2012	
Tender & Approvals	February 2012	
Construction	August 2012	
Occupancy	September 4, 2012	
Official Opening & Blessing	November 2012	

Project Team:

Architect	Grguric Architects Incorporated
General Contractor	TBD
Project Manager	Tunde Labbancz
Superintendent	Mario Ciccarella
Principal	Kim Kuchar



NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
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APPENDIX K

ST. JOSEPH CATHOLIC ELEMENTARY SCHOOL, GRIMSBY

Scope of Project:

Installation of a 109 kW roof top solar photovoltaic system consisting of a total of 504 solar panels, estimated to produce 120,000 kWh of electricity annually, and supplied to the utility company under the Feed-In-Tariff Program. A web enabled data acquisition system to monitor performance is also included within the scope.



Current Status:

Solar panel installation is complete. Approval to tie in to the power grid has not yet been obtained.

Project Funding:

Renewable Energy	949,373
Facilities Renewal	355,000

\$1,304,373

Project Costs:

	Budget	Paid	Forecast
Construction Contract	1,041,818	823,296	1,041,818
Fees & Disbursements	78,250	78,193	78,250
Other Project Costs	184,305	54,281	184,305
	<u>\$1,304,373</u>	<u>\$955,770</u>	<u>\$1,304,373</u>

Project Timelines:

	Scheduled Completion	Actual Completion
Funding Approval	February 19, 2010	February 19, 2010
Design Development	January 10, 2011	January 24, 2011
Contract Documents	January 31, 2011	January 31, 2011
Tender	February 17, 2011	February 17, 2011
Construction	August 31, 2011	

Project Team:

Architect	Venerino V.P. Panici Architect Inc
General Contractor	Carmanah Technologies
Project Manager	Anthony Ferrara
Superintendent	Yolanda Baldasaro
Principal	Lori Spadafora



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
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APPENDIX L

ST. MARK CATHOLIC ELEMENTARY SCHOOL

Scope of Project:

Design and construction of a six classroom addition to provide 4 additional general classrooms and 2 additional Early Learning Kindergarten classrooms.

Current Status:

Project is complete and occupied.

Project Information:

New Area to be Constructed	9,096	sq. ft.
Existing Area to be Renovated	1,600	sq. ft.
Total New Facility Area	45,028	sq. ft.
Total Site Area	5.31	acres
Pupil Places Added	138	students
New Facility Capacity	501	students



Project Funding:

Primary Class Size	1,437,159
Early Learning	869,170
	\$2,306,329

Project Costs:

	Budget	Paid	Forecast
Construction Contract	1,800,000	1,469,349	1,800,000
Fees & Disbursements	200,000	189,796	200,000
Furniture & Equipment	50,000	17,356	50,000
Other Project Costs	250,000	46,685	250,000
	\$2,300,000	\$1,723,186	\$2,300,000

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	19/12/2008 & 15/06/2010	15 June 2010
Architect Selection	26 July 2009	26 July 2009
Design Development	23 December 2009	10 August 2010
Contract Documents	17 February 2011	17 December 2010
Tender & Approvals	25 January 2011	25 January 2011
Construction	26 August 2011	04 November 2011
Occupancy	6 September 2011	07 November 2011
Official Opening & Blessing	November 2011	

Project Team:

Architect	Garwood-Jones & Hanham
General Contractor	Aldor Builders Ltd.
Project Manager	Tunde Labbanicz
Superintendent	Yolanda Baldasaro
Principal	John Bosco



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
DECEMBER 06, 2011**

APPENDIX M

ST. MARTIN CATHOLIC ELEMENTARY SCHOOL

Scope of Project:

Design and construction of a replacement school on a new site.

Current Status:

Space requirement report has been submitted to the Ministry. Staff is currently negotiating for a 5 acre site.



Project Information:

New Area to be Constructed	47,443	sq. ft.
Existing Area to be Renovated		sq. ft.
Total New Facility Area	47,443	sq. ft.
Total Site Area	5	acres
Pupil Places Added	115	students
New Facility Capacity	454	students

Project Funding:

Capital Priorities	8,950,439
Reserve for Property	250,000

\$9,200,439

Project Costs:

	Budget	Paid	Forecast
Purchase of Site	250,000	8,898	250,000
Construction Contract	7,000,000		7,000,000
Fees & Disbursements	900,000	41,408	900,000
Furniture & Equipment	100,000		100,000
Other Project Costs	950,439		950,439
	<u>\$9,200,439</u>	<u>\$50,306</u>	<u>\$9,200,439</u>

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	July 7, 2011	July 7, 2011
Ministry Approval (space)	December, 2011	
Architect Selection	January 30, 2012	
Design Development	March, 2012	
Contract Documents	May, 2012	
Tender & Approvals	July, 2012	
Ministry Approval (cost)	July, 2012	
Construction	August, 2013	
Occupancy	September 3, 2013	
Official Opening & Blessing		

Project Team:

Architect	TBD
General Contractor	TBD
Project Manager	Anthony Ferrara
Superintendent	Yolanda Baldasaro
Principal	Dean Stunt



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
DECEMBER 06, 2011**

APPENDIX N

ST. MICHAEL CATHOLIC ELEMENTARY SCHOOL

Scope of Project:

Design and construction of a new full day early learning kindergarten classroom.

Current Status:

Construction drawings are being prepared



Project Information:

New Area to be Constructed	1,200	sq. ft.
Existing Area to be Renovated		sq. ft.
Total New Facility Area	27,906	sq. ft.
Total Site Area	6.45	acres
Pupil Places Added	38	students
New Facility Capacity	343	students

Project Funding:

FDK Grant	434,584
	\$434,584

Project Costs:

	Budget	Paid	Forecast
Construction Contract	350,000		350,000
Fees & Disbursements	50,000	7,175	50,000
Furniture & Equipment	10,000		10,000
Other Project Costs	24,584	2,610	24,584
	\$434,584	\$9,785	\$434,584

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	March 2, 2011	March 2, 2011
Architect Selection	August 11, 2011	August 11, 2011
Design Development	September 2011	
Contract Documents	February 2012	
Tender & Approvals	February 2012	
Construction	August 2012	
Occupancy	September 4, 2012	
Official Opening & Blessing	November 2012	

Project Team:

Architect	Quartek Group Inc.
General Contractor	TBD
Project Manager	Tunde Labbancz
Superintendent	Mario Ciccarelli
Principal	Brian Palujanskas

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
DECEMBER 6, 2011**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
SPOTLIGHT ON NIAGARA CATHOLIC – NOVEMBER 22, 2011**



Spotlight

on
NIAGARA CATHOLIC

Nurturing Souls & Building Minds

www.niagaracatholic.ca

November 22, 2011



Education Minister Laurel Broten Applauds Inclusive and Welcoming Niagara Catholic Schools



During the November 22nd Board Meeting, Director of Education John Crocco provided Trustees with an overview of Minister of Education Laurel Broten's visit to Saint Paul Catholic High School on November 10th.

It was Minister Broten's first major public event since being named Education Minister following the provincial election in Ontario, and her first visit to Niagara Catholic. The visit also marked the first time Saint Paul Catholic High School has hosted a Minister of Education.

While at Saint Paul, Minister Broten, Board Chair Kathy Burtnik, Niagara Falls MPP Kim Craiton, Mr. Crocco and other guests enjoyed lunch prepared by students in Saint Paul's Specialist High Skills Major Culinary Arts Program before the official program began.



Top left: Minister of Education, Laurel Broten, presents members of Saint Paul Catholic High School's Social Climate Committee with the Premier's Safe School Award. Below left: Minister Broten poses with representatives from St. Philomena Catholic Elementary School, which also received a Premier's Safe School Award.

Minister Presents Premier's Awards During First Visit to Niagara Catholic

Continued from Page 1



From left: The Hon. Laurel Broten, Ontario's Minister of Education, Niagara Falls MPP Kim Craiton, Niagara Catholic Board Chair Kathy Burtnik and Director of Education John Crocco, during the Minister's visit to Saint Paul Catholic High School in Niagara Falls earlier this month.

Minister Broten said when people feel welcome, included and treated with respect, they will succeed.

Minister Broten's visit took place just prior to the start of Bullying Awareness and Prevention Week, from November 14-18. During her visit, Minister Broten formally recognized Saint Paul Catholic High School and St. Philomena Catholic Elementary School for each receiving a Premier's Safe School Award.

Both schools have strong Safe School Teams, and strive to create innovative ways to promote a safe environment, welcoming atmosphere and feeling of inclusiveness to all.

St. Philomena's anti-bullying programs include a Peace Garden, Peaceful Playground Rules and the St. Philomena Peace Pledge, which is recited

every morning, following the morning prayer.

Saint Paul Catholic High School's anti-bullying initiatives during the 2010-2011 school year included the adoption of the "Love is Louder" campaign, and the creation of a song and video aimed at bullying prevention. **Speak Up, Speak Out** was released during Minister Broten's visit and is available for viewing at niagaracatholic.ca.

Board Deals With Deficit

The Niagara Catholic Board of Trustees held a Special Board Meeting on November 15th, to address the Audited Financial Statements for 2010-2011.

Larry Reich, Superintendent of Business and Financial Services, presented a Report on the Audited Financial Statements for the 2010-2011 school year, along with a detailed breakdown of revenues and expenditures.

Mr. Reich explained that due to numerous financial challenges caused by essential, uncontrollable or unforeseen changes in expenditures, the Financial Statements resulted in a deficit.

Director of Education, John Crocco discussed the various areas of the Financial Statements for 2010-2011 and 2011-2012, and submitted potential strategies to present a balanced budget for the 2012-2013 school year. He noted that Senior Administrative Council will continue to prioritize expenditures, based on achieving Niagara Catholic's Vision 2020 Strategic Plan and annual System Priorities.

The Report on Audited Financial Statements for the Year 2010-2011 was received by the Board for information purposes.

The report is available online in the November 22nd Board agenda on the Niagara Catholic website, niagaracatholic.ca.

Order A Soulful Celebration in time for Christmas

A Soulful Celebration is a beautiful anthology of artwork, poetry and prose created by Niagara Catholic elementary students to celebrate Catholic Education Week 2011. The anthology includes a CD of eight songs written, composed and performed by students in our secondary schools.

We are pleased to offer the Niagara Catholic family the opportunity to purchase copies of **A Soulful Celebration** in time for Christmas. Each book will cost \$20.

A Soulful Celebration may be ordered through any Niagara Catholic elementary school. Payment in full is required at the time the order is placed. The deadline for ordering is November 30th. Schools are asked to send orders to jennifer.pellegrini@ncdsb.com by December 1. Books will be available before Christmas break, which begins December 23rd.



Niagara Catholic District School Board
Second Annual
 What's the Buzz?
Spelling Bee
 November 30 Notre Dame College School 6 p.m.

Niagara Catholic District School Board
 Call for Nominations
Niagara Catholic Education
Award Of Distinction
 The nomination deadline is November 30, 2011
 Nomination information and criteria is available at niagaracatholic.ca

Advent Begins November 27

School Excellence Program

FOCUS on

St. Alfred Catholic Elementary School

The January 27, 2009 Board meeting saw the launch of a new initiative at Niagara Catholic.

The **School Excellence Program** is part of a series of new strategies within Niagara Catholic to increase the profile of our schools and celebrate the success of our students and staff.

Each month, one Niagara Catholic school will have the opportunity to appear before the Board to celebrate their successes, share their plans for continuous improvement and showcase one "extraordinary item or initiative that makes the school an indispensable choice for parents."

"We are a community of Catholic learners, who follow the teachings of Christ every day in our work and play, each of us discovering our unique gifts from God."

- St. Alfred Catholic Elementary School Motto

St. Alfred Catholic Elementary School opened its doors on Vine Street in St. Catharines in 1957, in response to the growing need for a secondary school for students in the city's north end.

Originally intended to offer Grade 9 classes to students, the school later became a Catholic elementary school, and today offers instruction to more than 400 students in Junior Kindergarten through Grade 8.

The school's motto is **A Place for Everyone**. During his School Excellence Presentation to the Board at the November 22nd meeting, Principal Ken Czaplicki outlined the many ways in which the school welcomes students, parents and others to be a part of the St. Alfred family.

The neighbourhood surrounding St. Alfred Catholic Elementary School is in transition. As a result, the school has students from many places around the world. The school celebrates this diversity through an annual Diversity Day, which includes guest speakers from various social justice and ethnic groups, including presentations in Spanish, Arabic, Chinese and Urdu. The Diversity Day celebration also includes singing, dancing, poetry and demonstrations.

St. Alfred student population includes several students who have a variety of unique gifts. Staff and fellow students celebrate these gifts and work to include those differently abled classmates into daily life at the school.

Parents and teachers are truly partners in education at St. Alfred. Family nights take place at St. Alfred throughout the year, which focus on providing engaging activities for parents and students. These events, which are organized by Mr. Czaplicki, teachers, support staff and intermediate students, are intended to focus on core subjects such as



Above: St. Alfred 2011 Girls' Volleyball Team.

Below: St. Alfred truly lives up to its motto as "A Place for Everyone." St. Alfred Catholic Elementary School has many special needs students, who are embraced for their unique gifts and considered an important part of the rich fabric of the school.



FOCUS on St. Alfred Catholic Elementary School

Continued



At top: Grade 2 students at St. Alfred Catholic Elementary School pose for a group photo following their First Communion in May, 2011.

Centre: Parent volunteers play a key role in making St. Alfred a great place to learn and grow in faith.

Bottom: Students collect food for those less fortunate in the community during holidays.

literacy and numeracy, to reinforce the importance of healthy eating and to celebrate the rich diversity at the school.

In addition to being fun, interactive events, they align with St. Alfred's School Improvement Plan and its mandate to nurture the connection between home and school.

St. Alfred School has a strong connection with parish with which it shares a name. Monsignor Clutterbuck is a familiar face for students at St. Alfred, as he guides them through monthly Mass services and sacramental preparation. The school-church connection, which extends to support of the St. Vincent de Paul Society, which, in turn, offers assistance to those in the community who are in need.

In the spring, Grade 8 students organized and presented a Social Justice Fair to the school, touching on a number of issues that are important to the global community.

School, of course, is all about learning, and students at St. Alfred take pride in doing their best. The school has been recognized for its ongoing academic success with a Weston Award for Academic Achievement, and continues to grow student success on an annual basis.

This year's emphasis is on "The Daily Five" language model and the Four-Step Mathematics Problem-Solving Model to help guide students as they learn new concepts in literacy and numeracy.

St. Alfred students consistently represent themselves well in competition. The staff who guide students on the playing field instill in students a love of sports and the importance of fair play, ensuring students are playing hard and playing fair.

St. Alfred has an active student council, which promotes events for the entire student population. This group of dedicated students work with staff to organize and schedule events, intramural activities and special event days, such as the Terry Fox Walk, Holy Childhood Walk and Jump Rope for Heart, as well as food drives and special holiday celebrations.









**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
DECEMBER 6, 2011**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
CALENDAR OF EVENTS – DECEMBER 2011**

December 2011

SUN MON TUE WED THU FRI SAT

	SUN	MON	TUE	WED	THU	FRI	SAT
					1	2	3
4 2nd Sunday of Advent 	5 3rd Sunday of Advent 	6 4th Sunday of Advent 	7 Gr 8 Masses SEAC Meeting	8 Organizational Meeting of the Board & CW	9 Blessing of OLV	10 Admin, Trustee & Parish Priest luncheon	11 Human Rights Day
12 3rd Sunday of Advent 	13 4th Sunday of Advent 	14 Board Meeting	15 Winter Solstice	16 Admin, Trustee & Parish Priest luncheon	17 Winter Solstice	18 Board Meeting	19 Winter Solstice
20 3rd Sunday of Advent 	21 4th Sunday of Advent 	22 Board Meeting	23 Winter Solstice	24 Admin, Trustee & Parish Priest luncheon	25 Winter Solstice	26 Board Meeting	27 Winter Solstice
28 Christmas 	29 Boxing Day	30 Boxing Day	31 New Year's Eve				



**Niagara Catholic
District School Board**

Events posted at
niagaracatholic.ca

~ Board Christmas Shutdown ~

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
DECEMBER 6, 2011**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
OCSTA CATHOLIC TRUSTEES' PROFESSIONAL
DEVELOPMENT SEMINAR – JANUARY 13-14, 2012**



Ontario Catholic School
Trustees' Association

**Catholic Trustees' Professional Development Seminar
January 13 & 14, 2012
Preliminary Program**

Catholic Trustees: Engagement & Advocacy

Thursday, January 12, 2012

6:30 p.m. to 7:30 p.m. **Early Registration**

Friday, January 13, 2012

7:15 a.m. **Registration**

7:15 a.m. **Breakfast**

8:30 a.m. **Eucharistic Celebration**

9:30 a.m. **Welcoming Remarks**
Colleen Landers, Chair, Conference Committee OCSTA

9:45 a.m. **Family and Community Engagement**
(Module 9, Trustee Professional Development Training)
Speaker: TBA

11:00 a.m. **Networking Break**

11:15 a.m. **President's Report and Q & A**
Nancy Kirby, President, OCSTA

12:00 p.m. **Lunch**

12:45 p.m. **Address by the Minister of Education**

1:30 p.m. **Concurrent Workshops**

- Adult Education: Strategic Planning for Boards
- Ontario Mental Health Strategy
- Policy Writing
- Social Media: Risks & Opportunities

2:30 p.m. **Break**

2:45 p.m. **Concurrent Workshops (REPEATED)**

3:45 p.m. **Plenary – TBC**

4:30 p.m. **Meeting Adjourned**

5:30 p.m. **Reception**

6:00 p.m. **Dinner**

Saturday, January 14, 2012

7:30 a.m. **Breakfast**

8:30 a.m. **Gathering Prayer**

8:45 a.m. **Conflict Management**
(Module 8, Trustee Professional Development Training)
Speaker: TBA

10:15 a.m. **Break**

10:30 a.m. **Advocacy Role**
(Module 10, Trustee Professional Development Training)
Speaker: TBA

11:45 a.m. **Closing Remarks**

12:00 p.m. **Adjournment**



Ontario Catholic School
Trustees' Association

September 23, 2011

MEMO TO: Trustees, Directors of Education & Student Trustees
FROM: Margaret Binns, Office Administrator
RE: 2012 Catholic Trustees' Professional Development Seminar

We are pleased to invite you to attend OCSTA's annual Trustee Professional Development Seminar, January 13-14, 2012 at the Doubletree by Hilton – Toronto Airport. This event offers the opportunity for OCSTA members to:

- Participate in the OESC trustee training program that has been specifically enhanced to encompass the Catholic view point and to address Catholic education priorities
- Learn best practices in Catholic school board governance
- Celebrate Mass as a provincial community of Catholic school board leaders
- Gain a deeper understanding of some of the key provincial issues in K-12 education
- Network with trustee peers from across the province
- Participate in discussions with the Minister of Education and other Ministry officials

Seminar Registration Information

Early Bird Fee (until December 2, 2011)
\$327.70 (\$290.00 + \$37.70 HST)
Full payment must be received in the OCSTA office by this date.

Regular Fee (after December 2, 2011)
\$350.30 (\$310.00 + \$40.30 HST)

Student Trustee Fee
\$226.00 (\$200.00 + \$26.00 HST)

Spousal / Guest Dinner Ticket
\$84.75 (\$75.00 + \$ 9.75 HST)

The registration fee includes meals and admission to all sessions of the OCSTA Catholic Trustees' Professional Development Seminar and the OESC Certificate Course. Non-registrants attending Friday night's dinner must purchase a dinner ticket. Please note the cancellation policy.

Please complete the on-line registration form at <http://www.ocsta.on.ca/CTPDS-2012.aspx>.

Please make cheques payable to:
OCSTA
Attention: Pam DeNobrega
1804 – 20 Eglinton Avenue West
P.O. Box 2064
Toronto, ON M4R 1K8

OESC Professional Development Program for School Board Trustees

In cooperation with the OCSTA Catholic Trustees' Professional Development Seminar the following Modules of the OESC Professional Development Program Certificate Course for School Board Trustees will be offered to both trustees and student trustees.

- Module 8: Conflict Management
- Module 9: Family and Community Engagement
- Module 10: Advocacy Role

Name Badges

Name badges will be used to admit delegates to all Seminar functions. Delegates are asked to wear their name badges at all times.

Cancellations

The deadline date for full refund of registration fees, due to cancellation, is **December 21, 2011**. A \$100.00 charge will apply to each cancelled registration received after the deadline date.

No refund, under any circumstances, will be available for cancellations received after **December 21, 2011**; however, substitutions will be accepted. Confirmed registrants who do not attend the event are responsible for the full registration fee.

Notice of cancellation must be submitted in writing to Pam DeNobrega by email to pdenobrega@ocsta.on.ca or by fax 416-932-9459 within the timelines.

Hotel Registration

Room Rates:

The Doubletree by Hilton – Toronto Airport Hotel has set aside a block of rooms for delegates and guests attending the OCSTA 2012 Catholic Trustees' Professional Development Seminar, starting at the special discounted rate of **\$135.00 + applicable taxes**.

Boards are asked to make room reservations directly with the hotel by calling 1-800-668-3656 or on-line at

http://doubletree.hilton.com/en/dt/groups/personalized/Y/YYZ/PTD-TPD-20120111/index.html?WT.mc_id=POG. Be sure to identify yourself as being an OCSTA delegate when booking to secure the group discount rate.

In order to secure this special rate, **rooms must be booked by December 24, 2011**. After this date the special rate will be provided on the basis of availability.

We look forward to seeing you at the Seminar!

If you have any Special Dietary needs (not preferences), please contact Margaret Binns, OCSTA Office Administrator, at 416-932-9460 ext. 228, no later than December 21, 2011.