



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, MAY 10, 2011

7:00 P.M.

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

A. ROUTINE MATTERS

- | | |
|--|----|
| 1. Opening Prayers – Trustee Nieuwesteeg | - |
| 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 April 12, 2011 | A5 |

B. PRESENTATIONS

- | | |
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| 1. Catholic Education Week - Secondary School Student Artwork Display | B1 |
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C. COMMITTEE AND STAFF REPORTS

- | | |
|---|--------|
| 1. Policy Committee | |
| 1.1 Unapproved Minutes of the Policy Committee Meeting of April 29, 2011 | C1.1 |
| 1.2 Approval of Policies | - |
| 1.2.1 Environmental Stewardship Policy | C1.2.1 |
| 1.2.2 Records Management Policy (600.2) | C1.2.2 |
| 1.2.3 Niagara Catholic Parent Involvement Committee Policy (800.7) | C1.2.3 |
| 1.3 Policy Development | C1.3 |
| 2. Niagara Catholic District School Board Itinerant Arts Program 2010-2011 | C2 |
| 3. Supervised Alternative Learning and Other Excusals From Attendance at School (SAL) | C3 |
| 4. Niagara Catholic 8 th Annual Regional Ontario Heritage Fair 2011 | C4 |
| 5. Staff Development Department Professional Development Opportunities | C5 |
| 6. Niagara Catholic Strategic Direction Priority Indicators 2011-2012 | C6 |
| 7. Extended Overnight Field Trip/Excursion/Exchange Trip Information | C7 |
| 8. Monthly Updates | |
| 8.1 Capital Projects Update | C8.1 |
| 8.2 Student Senate Update | - |
| 8.3 Senior Staff Good News Update | - |

D. INFORMATION

- | | |
|--|------|
| 1. Trustee Information | |
| 1.1 Spotlight on Niagara Catholic – April 29, 2011 | D1.1 |
| 1.2 Calendar of Events – May 2011 | D1.2 |
| 1.3 Graduation Celebration 2011 – Scotiabank Convention Centre – May 19, 2011 | - |
| 1.4 Partners in Catholic Education – Quality Hotel Parkway Convention Centre
– May 19, 2011 | - |
| 1.5 CCSTA AGM – Regina, Saskatchewan, June 2 – 4, 2011 | D1.5 |
| 1.6 Niagara Catholic Family Picnic Day 2011 – Queenston Heights – June 5, 2011 | - |
| 1.7 Niagara Catholic Secondary Graduations 2011 | D1.7 |

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
MAY 10, 2011**

PUBLIC SESSION

**TOPIC: MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING OF APRIL 12, 2011**

RECOMMENDATION

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of April 12, 2011, as presented.

Prepared by: Committee of the Whole

Presented by: John Crocco, Director of Education

Recommended by: John Crocco, Director of Education

Date: May 10, 2011



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

TUESDAY, APRIL 12, 2011

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, April 12, 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 Vice-Chairperson Charbonneau.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Vice-Chairperson Charbonneau.

2. Roll Call

Vice-Chairperson noted that all Trustees were in attendance.

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

The following staff were in attendance:

John Crocco, Director of Education; **Yolanda Baldasaro**, **Lee Ann Forsyth-Sells**, **Frank Iannantuono**, Superintendents of Education; **Larry Reich**, Superintendent of Business & Financial Services; **James Woods**, Controller of Plant; **Khayyam Syne**, Administrator of Staff Development; **Mark Lefebvre**, Administrator of School Effectiveness; **Marcel Jacques**, Administrator – Student Achievement K-12, Special Education; **Jennifer Brailey**, Manager of Corporate Services & Communications; **Sherry Morena**, Recording Secretary/Administrative Assistant, Corporate Services & Communications

3. **Approval of the Agenda**

Moved by Trustee Burkholder

THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of April 12, 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 March 8, 2011**

Moved by Trustee Nieuwesteeg

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

CARRIED

B. PRESENTATIONS

1. **St. Edward Catholic Elementary School Choir**

Andy Cipro, Principal of St. Edward Catholic Elementary School introduced the St. Edward Catholic Elementary School Choir, who performed a song composed by parent Judy Lypka to celebrate the opening of the Scotiabank Convention Centre in Niagara Falls.

Director Crocco informed Trustees that he attended the Grand Opening of the Scotiabank Convention Centre last week to watch the Choirs, and stated that 13 of the 19 School Choirs were from Niagara Catholic.

The Choir was applauded for their very talented and gifted performance. Trustees also complimented Ms. Lypka on having her song chosen out of the many submissions to the Scotiabank Convention Centre.

2. **Ontario Catholic Student Leadership Conference 2011**

Director Crocco invited Student Trustees Patrick Fowler and Shelby Levesque to present information on the Inaugural Ontario Catholic Student Leadership Conference 2011 along with the Final Conference Report. Trustees were informed that this was a student lead Conference for Catholic students from across Ontario, and was attended by over 400 students and staff moderators.

Director Crocco informed Trustees of the process followed in gathering the students thoughts and opinions on Catholic Education in preparation of the Final Conference Report. He mentioned that the Final Conference Report was presented to the Bishops of Ontario and he will be presenting the Report to Catholic Directors of Education and Catholic Superintendents of Education from across Ontario at the OCSOA AGM.

Director Crocco praised Student Trustees Fowler and Levesque for their handwork, diligence, commitment and proud representation of Niagara Catholic as they emceed the entire conference in front of 400 people for the three days.

Chairperson Burtnik informed the Board that through her association with OCSTA she has been hearing very positive feedback regarding the Conference and the voice of the students from across Ontario is being heard. A presentation on the Conference is scheduled for the OCSTA AGM at the end of April 2011.

C. COMMITTEE AND STAFF REPORTS

1. Policy Committee

1.1 Unapproved Minutes Policy Committee Meeting – March 29, 2011

Moved by Trustee Fera

THAT the Committee of the Whole receive the unapproved Minutes of the Policy Committee Meeting of March 29, 2011, as presented.

CARRIED

1.2 Policies

Policy Committee Chairperson spoke to the three (3) policies being presented for approval.

1.2.1 Approval of Education-Based Research Policy (301.2)

Moved by Trustee Burkholder

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Approval of Education-Based Research Policy (301.2), as presented.

CARRIED

1.2.2 Approval of Purchasing/Supply Chain Management Policy (600.1)

Moved by Trustee Sicoli

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Interim Approval of Purchasing/Supply Chain Management Policy (600.1), as presented.

CARRIED

1.2.3 Approval of Trustee Expenses & Reimbursement Policy (100.13)

Moved by Trustee MacNeil

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Approval of Trustee Expenses & Reimbursement Policy (100.13), as amended...to delete the words “*unless they are approved in advance by the Chairperson of the Board and the Director of Education*” at the end of the first paragraph under Gifts & Donations.

CARRIED

1.2.4 Deletion of Trustee Conference & Travel Expenses Policy (100.2)

Moved by Trustee MacNeil

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the deletion of the Trustee Conference & Travel Expenses Policy (100.2), pending approval of the Trustee Expenses and Reimbursement Policy.

CARRIED

1.2.5 Deletion of Trustee Travel Expenses Policy (100.3)

Moved by Trustee O’Leary

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the deletion of the Trustee Travel Expenses Policy (100.3), pending approval of the Trustee Expenses and Reimbursement Policy.

CARRIED

1.3 Policy Development Update

Director Crocco presented the Policy Development Update.

2. Elementary Blended Learning

Superintendent Baldasaro welcomed Robert Di Persio, Administrator – Research, Assessment & Evaluation, and Pat Mete, Consultant: Mentor Connector/Homework Help, who introduced the report on Elementary Blended Learning.

Staff involved with the Blended Learning Pilot provided a demonstration about how the Program has been integrated into the school environments.

Trustees asked questions of staff regarding the e-Learning Ontario Blended Learning Pilot Projects.

3. Junior Reading Pilot Initiative 2010-2011

Superintendent Baldasaro welcomed Marcel Jacques, Administrator – Student Achievement K-12, Special Education; Colleen Atkinson, Coordinator - Special Education; and Amy Dowd, Coordinator – Special Education.

The team presented the report on the Junior Reading Pilot Initiative 2010 which will take place in ten (10) Catholic elementary schools across Niagara. Trustees were informed that the Junior Reading Initiative aligns itself with Ministry guidelines and current best practices in Literacy programs throughout Niagara Catholic. It is also aimed at addressing one of the Literacy Smart Goals on our Board Improvement Plan. Its focus is to reduce the achievement gap between males and females by improving the achievement of male students based on EQAO scores.

4. Niagara Catholic Parent Involvement Committee Catholic School Councils' Annual Spring Convention 2011

Lee Ann Forsyth-Sells, Superintendent of Education, presented the report on the Niagara Catholic Parent Involvement Committee Catholic School Councils' Annual Spring Convention 2011 which took place on Saturday, March 26, 2011 at Blessed Trinity Catholic Secondary School in Grimsby.

Approximately 180 participants including the Niagara Catholic Parent Involvement Committee, parents, Trustees, Senior Staff, Principals and Vice-Principals were in attendance for the annual convention to continue to foster parent engagement in the Niagara Catholic District School Board.

5. Family Violence Prevention - "It's Everybody's Business"

Frank Iannantuono, Superintendent of Education, welcomed Mark Lefebvre, Administrator: School Effectiveness, who presented the report Family Violence Prevention - "It's Everybody's Business".

Mr. Lefebvre stated that a Regional Task Force against Family Violence was formed with representation from municipal government, health, the Niagara Catholic District School Board, the legal/justice sector, the media and business and labour to work within their specific sectors to increase awareness about family violence and its impact on the workplace. Workplace toolkits have been developed to help employers address the issue of family violence in the workplace.

On Friday February 18, 2011, the Niagara Catholic District School Board was recognized by the Neighbours, Friends, and Families Committee for its outstanding achievement in educating the staff of Niagara Catholic on the issue of family violence.

6. Bill 157: Update on School Climate Surveys

Frank Iannantuono, Superintendent of Education/Human Resources, presented the Bill 157: Update on School Climate Surveys. He informed Trustees that following a vetting process, the Bullying Prevention Policy and Progressive Discipline Policy were revised to reflect Regulation 472/02 and additions to PPM's 144 and 145.

The implementation plan includes a small group of schools piloting the survey during the spring of 2011 and all schools to conduct the survey during Bullying Prevention Week which is celebrated during the week of November 14th-18th, 2011.

7. Addition and Alterations to St. Anthony Catholic Elementary School Award of Construction Contract

James Woods, Controller of Plant, presented the report on the Addition and Alterations to St. Anthony Catholic Elementary School Award of Construction Contract.

Moved by Trustee MacNeil

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the award of a construction contract to Charter Building Company for the addition and alterations to St. Anthony Catholic Elementary School in the amount of \$1,728,360.

CARRIED

8. Addition and Alterations to Blessed Trinity Catholic Secondary School Award of Construction Contract

James Woods, Controller of Plant, presented the report on the Addition and Alterations to Blessed Trinity Catholic Secondary School Award of Construction Contract.

Moved by Trustee Sicoli

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the award of a construction contract to Brouwer Construction (1981) Ltd., for the addition and alterations to Blessed Trinity Catholic Secondary School in the amount of \$11,329,915.

CARRIED

9. Staff Development Department Professional Development Opportunities

Khayyam Syne, Administrator of Staff Development, highlighted the Professional Development opportunities and events outlined in the report. He then welcomed Teachers Laurie Crain-Anez and Nadine Riddle who presented information on the Teacher Learning and Leadership Program (TLLP) as part of the Staff Development Department Professional Development Opportunities Report.

10. Catholic Leadership: Superintendent of Education Selection 2011

Director Crocco presented the report on the Catholic Leadership: Superintendent of Education Selection 2011, and informed Trustees of the process to be followed, the criteria required and the timelines to be implemented. Director Crocco invited input on the qualifications and profile of a Niagara Catholic Superintendent of Education.

After discussions with Trustees the qualifications regarding "*Specialist in Religious Education and Special Education preferred*" was amended to include replace the word "*preferred*" with "*by September 2013*", as well as the adjustment to include two Trustees as observers in the interview process.

Trustees were invited to submit their names to the Chairperson of the Board if they are interested in an observation role during the interview process.

Director Crocco reminded Trustees that as mentioned previously, Senior Administrative Council is in the process of designing a comprehensive Niagara Catholic Leadership Succession Plan Policy as part of the Board's Leadership Program for all levels within the Board; Teachers, Consultants, Special Assignment Teachers, Program Chairs, Vice-Principals, Managers,

Administrators, Principals, Controller of Plant, Superintendents to Director of Education. Through the Policy Committee process, the Director anticipates presenting a comprehensive Niagara Catholic Leadership Succession Plan Policy to the Board in the Fall of 2011.

11. Extended Overnight Field Trip/Excursion/Exchange Trip Information

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

12. Larkin Estate Admission Awards 2011-2012

Superintendent Baldasaro and Superintendent of Business & Financial Services Reich presented the report on the Larkin Estate Admission Awards 2011-2012. A brief history of the Scholarship was presented to Trustees.

Moved by Trustee O'Leary

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the payment of scholarships for the Larkin Estate Admission Awards for 2011, as noted in the report.

CARRIED

13. Monthly Updates

13.1 Capital Projects Progress Report

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

13.2 Student Trustees' Update

Shelby Levesque, Student Trustee, gave a brief verbal update on the activities of the Student Senate.

13.3 Senior Staff Good News Update

Senior Staff highlights included:

Superintendent Baldasaro

- The Student Achievement Department and the English Curriculum Council hosted the very first Niagara Catholic Student Writers Workshop. Six distinguished Canadian authors hosted literacy based workshops for Niagara Catholic secondary students.
- Over 180 students ranging from Grades three to twelve participated in workshops that centered around the theme of the Equity, Diversity and Inclusively during Niagara Catholic's Second Annual Student Symposium.

Director Crocco

- The Greatest High School Teacher Award at Humber College was posthumously awarded to Ralph Serravalle (Denis Morris Catholic High School) thanks to a well-written and very touching essay by Trevor Speechly. This award consists of one (1) year tuition paid by Humber College for a Denis Morris Catholic High School Class of 2011 graduating student.

D. INFORMATION

1. Trustee Information

1.1 Spotlight on Niagara Catholic – March 29, 2011

Director Crocco presented the Spotlight on Niagara Catholic – March 29, 2011 issue for Trustees' information and to register with Sherry Morena.

1.2 Calendar of Events – April 2011

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

1.3 Volunteer Appreciation Breakfast – April 18, 2011

Director Crocco presented information on the Volunteer Appreciation Breakfast – April 18, 2011.

1.4 Specialist High Skills Major Celebration – April 28, 2011

Director Crocco presented information on the Specialist High Skills Major Celebration – April 28, 2011.

1.5 OCSTA/OCSBOA Finance Seminar & OCSTA AGM – April 28 – April 30, 2011

Director Crocco reminded Trustees of the OCSTA/OCSBOA Finance Seminar & OCSTA AGM – April 28 – April 30, 2011.

1.6 Catholic Education Week – May 1 – 7, 2011

- *May 2, 2011 – Catch the Spirit*
- *May 3, 2011 – Celebrating Staff Excellence*

Director Crocco presented information on Catholic Education Week – May 1 – 7, 2011.

1.7 Ground Breaking Ceremony - Blessed Trinity Catholic Secondary School - May 3, 2011

Director Crocco informed Trustees of the Ground Breaking Ceremony - Blessed Trinity Catholic Secondary School - May 3, 2011.

1.8 Ground Breaking Ceremony - St. Anthony Catholic Elementary School - May 5, 2011

Director Crocco informed Trustees of the Ground Breaking Ceremony for - St. Anthony Catholic Elementary School - May 5, 2011.

1.9 Niagara Catholic's Elementary and Secondary School Year Calendars

Director Crocco informed Trustees that the Board has received notification that our proposed modified school year calendar for 2011-2012 was approved by the Ministry of Education.

Superintendent Iannantuono will email the system to inform school communities of the school year calendar 2011-2012, post in on the Board's Website and a copy included in the April Board Meeting agenda.

E. OTHER BUSINESS

1. General Discussion to Plan for Future Action

F. BUSINESS IN CAMERA

Moved by Trustee Burkholder

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 10:50 p.m. and reconvened at 11:11 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Burkholder

THAT the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of April 12, 2011.

CARRIED

SECTION A: STUDENT TRUSTEES PRESENT

Moved by Trustee Burtnik

THAT the Committee of the Whole approve the Minutes of the In Camera Session of the Committee of the Whole Meeting - Section A: Student Trustees Present held on March 8, 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 March 8, 2011, as presented.

CARRIED (Item F3)

H. ADJOURNMENT

Moved by Trustee MacNeil

THAT the April 12, 2011 Committee of the Whole Meeting be adjourned.

CARRIED

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

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **April 12th, 2011.**

Approved on the **10th** day of **May 2011.**

Maurice Charbonneau
Vice-Chairperson of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
MAY 10, 2011**

PUBLIC SESSION

**TOPIC: CATHOLIC EDUCATION WEEK - SECONDARY SCHOOL
STUDENT ARTWORK DISPLAY**

The report on Catholic Education Week
Secondary School Student Artwork Display
is presented for information.

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

Approved by: John Crocco, Director of Education

Date: May 10, 2011



PRESENTATION BACKGROUND

Committee of the Whole Meeting
May 10th, 2011

CATHOLIC EDUCATION WEEK SECONDARY SCHOOL STUDENT ARTWORK DISPLAY

Catholic Education Week was held from Sunday, May 1st to Friday, May 6th, 2011. This year's theme was *Celebrating the Spirit*. To celebrate and promote the great accomplishments and programs within Niagara Catholic, Families of Schools from across the district came together to set up and man displays throughout different regional locations.

Prominently featured in each display was a set of student created artwork which reflected this year's theme and the seven virtues of Niagara Catholic's Virtues Model. The assigned theme/virtue for each secondary school is listed below.

SCHOOL	THEME/VIRTUE
Notre Dame	Virtue: Fortitude – courage/strength/martyrs/saints; doing the right thing
Holy Cross	Virtue: Faith - believing
Saint Paul	Virtue: Love – The Golden Rule
Denis Morris	Virtue: Temperance – making choices that help one to be healthy; safe; moderation; healthy lifestyle
St. Francis	Virtue: Hope – filled with knowing that God is there for us
Blessed Trinity	Virtue: Prudence – wise choices; self-sacrifice; doing the right thing in the right way
Saint Michael	Virtue: Justice – working for the poor and marginalized; embodies Catholic Social Teaching; equity; pilgrimage
Lakeshore Catholic	Theme: Celebrating the Spirit – see Catholic Education Week message

Development of the artwork was coordinated through a series of meetings with Jayne Evans, Arts/FSL/ESL Consultant and an arts teacher representative from each secondary school. Once the artwork was assembled, members of the Niagara Catholic Print Shop, under the leadership of Jennifer Brailey, Supervisor – Corporate Services and Communication, produced and showcased the artwork on canvass. The wooden bases to display the artwork were produced by the Notre Dame Specialist High Skills Major construction class.

A list of the student artists that created the pieces of art are listed below. As a sign of our sincere appreciation for their creative work, each student will receive a replica of the artwork they submitted on behalf of their school community.

Blessed Trinity Catholic Secondary School

Virtue: Prudence

Artist: Melanie Hann, Grade 12

Denis Morris Catholic High School

Virtue: Temperance

Artist: Kathreena Pataig, Grade 10

Holy Cross Catholic Secondary School

Virtue: Faith

Artist: Taylore Bush, Grade 10 and Joanna Richardson, Grade 12

Lakeshore Catholic High School

Virtue: Celebrating the Spirit

Artist: Bria Surtel, Grade 12

Notre Dame College School

Virtue: Fortitude

Artist: Sarah Kehoe, Grade 10

St. Francis Catholic Secondary School

Virtue: Hope

Artists: Paige Au, Grade 9, Siobhan Deary, Grade 10; Marcella Kotarska, Grade 12; Andrew Lee, Grade 9; Kelly Lim, Grade 10; Yasmine Mahmoud, Grade 10; Andrea Zappatta, Grade 9

Saint Michael Catholic High School

Virtue: Justice

Artist: Dylan Kwacz, Grade 10

Saint Paul Catholic High School

Virtue: Love

Artist: William Janssen, Grade 11

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

Approved by: John Crocco, Director of Education

Date: May 10, 2011

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
MAY 10, 2011**

PUBLIC SESSION

**TOPIC: POLICY COMMITTEE
UNAPPROVED MINUTES
APRIL 26, 2011**

RECOMMENDATION

THAT the Committee of the Whole receive the unapproved Minutes of the Policy Committee Meeting of April 26, 2011, as presented.

Prepared by: Policy Committee

Presented by: John Crocco, Director of Education

Recommended by: John Crocco, Director of Education

Date: May 10, 2011



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, APRIL 26, 2011

Minutes of the Policy Committee Meeting held on Tuesday, April 26, 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 led by Trustee Sicoli.

2. Attendance

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

Trustees:

Rhianon Burkholder, Trustee
Maurice Charbonneau, Trustee
Father Paul MacNeil, Trustee

Staff:

John Crocco, Director of Education
James Woods, Controller of Plant
Lee Ann Forsyth-Sells, Superintendent of Education
Rob DiPersio, Administrator – Research, Assessment & Evaluation
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 April 26, 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 March 29, 2011**

Moved by Trustee Burtnik

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of March 29, 2011, as presented.

APPROVED

6. **Policies**

ACTION REQUIRED

POLICIES - PRIOR TO VETTING

6.1 Assessment, Evaluation and Reporting Policy (Interim) (New)

Lee Ann Forsyth-Sells, Superintendent of Education, and Rob DiPersio, Administrator, Research, Assessment & Evaluation, presented the Assessment, Evaluation and Reporting Policy (Interim).

Trustees discussed the Policy and Administrative Guidelines and recommended that the following amendments:

STATEMENT OF POLICY

- Add the following word to the end of the second paragraph “*and Catholic Graduation Expectations.*”
- Add to references “*Niagara Catholic Graduate Expectations*”

ADMINISTRATIVE GUIDELINES

Preventions

- Change the word “*policy*” to “*document*” in the first point to read “*...Cheating and Plagiarism Document...*”

Consequences for Cheating and Plagiarism

- Move and rework the following paragraph to the second paragraph of the Policy Statement: “*This Policy reflects a continuum of behavioural and academic responses and consequences, based on at least the following four factors:*
 - *the individual circumstances of the student;*
 - *the grade level of the student;*
 - *the maturity of the student; and*
 - *the number and frequency of incidents. (not applicable to examinations)*(*Growing Success, 2010, p. 43*)”

Examinations

- Add the words “*and risk of not graduating*” at the end of the first point
- Move the following point to under **Consequences for Cheating and Plagiarism** “*Students who continue to plagiarize will receive additional consequences as determined by the school’s administration such as, but not limited to, loss of participation in co-curricular activities, detentions, and suspensions.*”

Preventative Strategies

- Remove the 14th point
- Reword the 15th point so as not to single out First Nation, Métis, and Inuit students

D. HOMEWORK

Definition of Homework

Therefore,

- Insert the word “*be*” in the first point to read “*students will not be assigned...*”
- Insert the words “*prior to*” to read “*for evaluation within three school days prior to a statutory/Board holiday...*” in the second point

The Assessment & Evaluation and Reporting Policy (Interim) will begin the vetting process in April/May 2011 and brought to the May Policy Committee Meeting to meet the September 2011 Ministry of Education compliance timeline.

POLICIES - VETTED

6.2 Environmental Stewardship Policy (New)

James Woods, Controller of Plant, presented the amendments to the Environmental Stewardship Policy.

Trustees discussed the Policy and Administrative Guidelines and recommended that the following amendments:

STATEMENT OF POLICY

- Add the following after the second paragraph
Niagara Catholic supports the beliefs of Pope John Paul II as he wrote on the occasion of the Whole Day of Peace, January 1, 1990 – “The ecological crisis is a moral crisis,” and “the responsibility of everyone.” “Care for the environment is not an option. In the Christian perspective, it forms an integral part of our personal life and of life in society. Not to care for the environment is to ignore the Creator’s plan for all creation and results in an alienation of the human person.”
- Add the following references
 - Pope John Paul II, *Peace with God the Creator, Peace with all of Creation* (World Day of Peace Message), January 1st, 1990
 - Canadian Conference of Catholic Bishops: “*You love all that exists...all things are Yours, God, lover of life*” *A pastoral letter on the Christian Ecological Imperative from the Social Affairs Commission, Canadian Conference of Catholic Bishops, October 4, 2003, Feast of St. Francis of Assisi (Patron Saint for Ecology)*

ADMINISTRATIVE GUIDELINES

Environmental Leadership Strategies

2. Board Staff will:

- Insert the words “*will endeavour to...*” to the fourth point to read “*will endeavour to ensure maximum building utilization*”

Schools will:

- Replace the word “*roll*” with “*role*”

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the Committee of the Whole approval of the Environmental Stewardship Policy, as amended.

APPROVED

6.3 Records Management Policy (600.2) (Review)

John Crocco, Director of Education, and Jennifer Brailey, Manager of Corporate Services & Communications Department, presented the amendments to the Records Management Policy.

Trustees discussed the Policy and Administrative Guidelines and recommended that the following amendments:

APPENDIX A

- Delete the word “*Manual*” in the Appendix Title
- Add the word “*Act*” following the word Education in the first paragraph to read “...*comply with the Education Act...*”
- **Recommended Active Retention**
 - Change the word “*make*” to “*may*” in the last sentence to read “*If not, they may be moved to an inactive storage area.*”
- Add the following statement at the end of the page “*For further information on the Records Management System, please contact the Manager of Corporate Services & Communications.*”

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the Committee of the Whole approval of the Records Management Policy (600.2), as amended.

APPROVED

6.4 Niagara Catholic Parent Involvement Committee Policy (800.7) (Review)

Superintendent Forsyth-Sells presented the amendments to the Niagara Catholic Parent Involvement Committee Policy.

Trustees discussed the Policy and Administrative Guidelines and recommended that the following amendments:

STATEMENT OF POLICY

- Add the following to references
 - *Niagara Catholic District School Board Catholic School Councils Policy (800.1)*
 - *Niagara Catholic District School Board Complaint Resolution (Policy 800.3)*

ADMINISTRATIVE GUIDELINES

- 2.2** Reword the fourth point to read “...*in the Board such as Meetings, Faith Formation, Conventions and/or other events as approved.*”
- 3.4** Insert the word “*acclaim*” to read “...*shall elect/acclaim members a member...*”
- 4.1** Replace the word “*in*” with “*is*” in the third point to read “*a member is unable to fulfill his/her duties*”
- 10(a)** Reword the sentence to read “*shall make By-Laws governing the conduct of the Committee’s affairs, subject to approval by the Board; and*”
- 18.1** Delete Statement

18.2 To become 18.1 and reworded to read “*Any funds and/or assets generated through activities assisted by the Niagara catholic Parent Involvement Committee are the property of the Board.*”

19.3 Reword statement to read “*The Board shall reimburse members of the Niagara Catholic Parent Involvement Committee for preapproved travel expenses in accordance with the Trustee Expenses and Reimbursement Policy.*”

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the Committee of the Whole approval of the Niagara Catholic Parent Involvement Committee Policy (800.7), as amended.

APPROVED

INFORMATION

6.5 Policies Being Vetted

- **Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students (301.9) (New)**

Director Crocco informed Trustees that this Policy will be presented to the May Policy Committee Meeting.

6.6 Policy and Guideline Review 2010-2011 Update

Director Crocco presented the Policy and Guideline Review 2010-2011 Update.

6.7 Policy Development Update

Director Crocco presented the Policy Development Update.

7. Date of Next Meeting

Tuesday, May 24, 2011 – 4:30 p.m.

8. Adjournment

The meeting adjourned at 6:40 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
MAY 10, 2011**

PUBLIC SESSION

**TOPIC: APPROVAL OF POLICIES
ENVIRONMENTAL STEWARDSHIP POLICY**

RECOMMENDATION

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

Prepared by: James Woods, Controller of Plant

Presented by: James Woods, Controller of Plant

Recommended by: John Crocco, Director of Education

Date: May 10, 2011



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

ENVIRONMENTAL STEWARDSHIP

Adopted: 2011

Policy No.

STATEMENT OF POLICY

The Niagara Catholic District School Board recognizes the sacredness and connectedness of all God's creation and the responsibility to promote a reverence for the environment and to encourage sustainability through the effective stewardship of all resources.

The Board believes that environmental education and the effective stewardship of God's gifts is a shared responsibility of students, staff and community members, and supports the message of Pope John Paul II on the occasion of the World Day of Peace, January 1, 1990:

“The ecological crisis is a moral crisis,” and “the responsibility of everyone.” “Care for the environment is not an option. In the Christian perspective, it forms an integral part of our personal life and of life in society. Not to care for the environment is to ignore the Creator's plan for all creation and results in an alienation of the human person.”

The Board is committed to preparing students to meet the social and environmental challenges of the future, through the following goals:

Teaching and Learning

By the end of Grade 12, students will acquire knowledge, skills and perspectives that foster understanding of their fundamental connections to each other, to the world around them, and to all living things.

Student Engagement and Community Connections

Increase student engagement by fostering active participation in environmental projects and building links between schools and communities.

Environmental Leadership

Increase the capacity of system leaders to implement evidence-based environmental education programming, practices, and operations.

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

References:

- Ontario Catholic School Graduate Expectations, *Institute for Catholic Education*
- Shaping Our Schools, Shaping Our Future: Environmental Education in Ontario Schools, *Report of the Working Group on Environmental Education, Ministry of Education, 2007.*
- Acting Today, Shaping Tomorrow: A Policy Framework for Environmental Education in Ontario Schools, *Ministry of Education, 200.*
- Environmental Protection Act, R.S.O. 1990 and its regulations
- Ready Set Green! *Tips, Techniques, and Resources from Ontario Educators, Ministry of Education, 2007.*
- Environmental Education: Scope and Sequence of Expectations, *The Ontario Curriculum, 2009 Edition, Ministry of Education.*
- The Environment, *Sector Specific Guide, Specialist High Skills Major, Ministry of Educations*
- Green Clean Program Resource Guide, *Ontario Ministry of Education, March 2010.*
- Green Schools Resource Guide: A Practical Resource for Planning and Building Green Schools in Ontario, *Ministry of Education, 2010.*
- Peace with God the Creator, Peace with all Creation, *Pope John Paul II, World Day of Peace Message, January 1, 1990.*
- You love all that exists...all things are yours, God, lover of life, *A pastoral letter on the Christian Ecological Imperative from the Social Affairs Commission, Canadian Conference of Catholic Bishops, October 4, 2003, Feast of St. Francis of Assisi (Patron Saint for Ecology)*



ENVIRONMENTAL STEWARDSHIP

Issued: 2011

Policy No.

ADMINISTRATIVE GUIDELINES

TEACHING AND LEARNING STRATEGIES

1. The Niagara Catholic District School Board will endeavour to increase student knowledge and develop skills and perspectives in students that foster environmental stewardship.

Board Staff will:

- use relevant curriculum resource documents to support implementation of revised curricula;
- support staff and students in linking environmental knowledge and related skills and activities to the teachings of diverse communities, including First Nation, Métis, and Inuit peoples, and to principles of responsible citizenship.

Schools will:

- provide opportunities for students to acquire knowledge and skills related to environmental education in all subject areas, and encourage them to apply their knowledge and skills to environmental issues through action-based projects;
- challenge students to develop skills in systems thinking and futures thinking that they will need to become discerning, active citizens.

2. The Niagara Catholic District School Board will endeavour to model and teach environmental education through an integrated approach that promotes collaboration in the development of resources and activities.

Board Staff will:

- foster collaborative opportunities for educators to develop and share activities, integrated approaches, and action research projects related to environmental education;
- encourage innovative interdisciplinary programs that focus on the environment and include field components.

Schools will:

- develop learning opportunities that help students understand the underlying causes, the multiple dimensions, and the dynamic nature of environmental issues;
- develop professional learning communities to share effective practices about pedagogical strategies that support learning and teaching about the environment.

STUDENT ENGAGEMENT AND COMMUNITY CONNECTIONS STRATEGIES

1. The Niagara Catholic District School Board will endeavour to build student capacity to take action on environmental issues.

Board Staff will:

- engage student leaders in the design and delivery of environmental education projects at the board level;
- share school and student projects across the board that demonstrate engagement in environmental stewardship;
- encourage environmental learning for all students inside and outside the classroom;
- support students, on a system-wide basis, as they develop skills and act as decision makers to effect positive environmental change;

Schools will:

- engage student leaders in the design and delivery of environmental education at the school level;
 - encourage students to enrich their learning by using information technology to access resources, connect with others, and create e-communities that focus on environmental issues;
 - encourage action research that promotes partnerships and the innovative implementation of environmental education concepts and principles;
 - create opportunities for students to address environmental issues in their homes, in their local communities or at the global level;
 - work with Catholic School Councils in promoting environmental education;
 - encourage students to plan environmental education activities for all students;
 - encourage all students to participate in environmental education activities on school grounds.
2. The Niagara Catholic District School Board will provide leadership support to enhance student engagement and community involvement.

Board Staff will:

- offer community-linked experiences and programs, such as a Specialist High Skills Major focused on the environment;
- encourage the Catholic Parent Involvement Committee to provide advice on the implementation of environmental education;
- share information about local resources that support environmental awareness and protection, energy conservation, waste management, protection of the biosphere, and outdoor education;
- share links and partnerships with community organizations to help extend engagement in and responsibility for environmental education to the broader community.

Schools will:

- work with parents, the Catholic School Council, community groups, and other educational stakeholders to provide awareness and foster appropriate environmentally responsible practices;
- enrich and complement students' classroom learning by organizing out-of-classroom experiences and activities as appropriate;
- encourage students to consider ways of completing their community service requirements that involve addressing environmental issues in their communities.

ENVIRONMENTAL LEADERSHIP STRATEGIES

1. The Niagara Catholic District School Board will endeavour to increase the extent to which environmental education is integrated into Board policies, procedures and strategic plans.

Board Staff will:

- create a system-wide environmental education and management committee,
- embed environmental education as a priority in the Board's strategic plan;
- develop and implement a plan for integrating sustainable environmental practices into each of the Board's operational services;
- develop an environmental action plan that is annually reviewed, renewed, and communicated to all Board employees and trustees;
- integrate environmental education into staff development for all employee groups,
- encourage staff, students and parents to adopt and promote environmentally appropriate practices;

Schools will:

- create an implementation plan that aligns with the Board Environmental Stewardship Policy;
- adopt environmentally responsible management practices that are consistent with Board Policy and consider the advice of members of the school community on these matters;
- share expertise and knowledge through existing networks.

2. The Niagara Catholic District School Board will endeavour to enhance the integration of environmentally responsible practices into the management of resources, operations and facilities.

Board Staff will endeavour to:

- implement strategies, programs and procedures to protect and conserve the environment, while ensuring that school and workplace environments are safe and healthy;
- develop environmentally responsible purchasing practices, while considering quality, price and service;
- renew facilities utilizing energy efficient replacement components;
- ensure maximum building utilization;
- design and construction of new facilities and additions to “Green Building” standards.

Schools will:

- encourage staff to participate in school or school board sessions on environmental sustainability and the role of staff in preparing and implementing the school and/or Board action plan;
- plan an environmentally responsible approach to managing resources and operations.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
MAY 10, 2011**

PUBLIC SESSION

**TOPIC: APPROVAL OF POLICIES
RECORDS MANAGEMENT POLICY (600.2)**

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Records Management Policy (600.2), as presented.

Prepared by: John Crocco, Director of Education

Presented by: John Crocco, Director of Education

Recommended by: John Crocco, Director of Education

Date: May 10, 2011

RECORDS AND INFORMATION MANAGEMENT

Adopted: March 31, 1998
Revised: **January 17, 2011**

Policy No. 600.2

STATEMENT OF POLICY

~~The Niagara Catholic District School Board will provide for the management of information in all of the Board's schools and departments through the use of a standardized records management system as approved by the Director of Education.~~

The Niagara Catholic District School Board is committed to instituting and maintaining a comprehensive Records and Information Management Program for records and information that are accurate, authentic, reliable, trustworthy, support accountability, and are able to serve as evidence. Records and information shall be safely and securely maintained for as long as required by legislation and in accordance with the

Records and Information Management program.

The objective of the Records and Information Management program is to support efficient and effective program and service delivery; to foster informed decision making; to facilitate accountability, transparency and collaboration; and to preserve and ensure access to records and information in accordance with the laws of Canada and Ontario and for the benefit of present and future generations.

~~This Records Management system~~ The Records and Information Management Program applies to all records within the custody or under the control of the Board. This program addresses all aspects of the Board's operations and all records made or received in the day-to-day operations of the school and the Board, regardless of the medium in which those records are stored and maintained. ~~to the creation, maintenance, retrieval, storage and disposition of records and shall provide for the co-ordination of activities required to support records and information management services within the Board.~~

All Board employees are responsible for the records and information they create and maintain to support the Board's operations. All records, regardless of physical form or characteristics, are the property of the Board and subject to its control.

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

References

The Education Act, section 171 (1) 38
The Municipal Freedom of Information and Protection of Privacy Act
Privacy and Information Management PIM Toolkit

DRAFT

Niagara Catholic District School Board

RECORDS AND INFORMATION MANAGEMENT

Issued: March 31, 1998
Revised: January 17, 2011

Policy No. 600.2

ADMINISTRATIVE GUIDELINES

Definitions:

Records and Information Management

Records and Information Management is the systematic control of all records, regardless of media type, from their creation or receipt, through their processing, distribution, organization, storage and retrieval to their disposition.

Record

A “record” means any record of information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes, correspondence, a memorandum, a book, a plan, a map, a drawing, a diagram, a pictorial or graphic work, a photograph, a film, a microfilm, a sound recording, a videotape, a machine readable record, any other documentary material, regardless of physical form or characteristics, and any copy thereof. (Municipal Freedom of Information and Protection of Privacy Act)

Records Management System

All Niagara Catholic schools and departments will use a standardized Records Management System as approved by the Director of Education. In order to ensure and preserve the integrity of the system, any requests for changes or additions to the system must be directed to the Manager of Corporate Services and Communications.

The Records and Information Management Policy of the Niagara Catholic District School Board provides a complete basic system for organizing records and controlling their retention. Included in the records management system are:

- A classification system that organizes all categories of information and allows for the uniform application of these categories in all schools and departments. The records classification system shall be reviewed and updated as required to meet the needs of the Board.
- A records retention schedule that identifies the retention periods for all records in accordance with the appropriate legislation, where applicable.

The location of archival records is based on the classification of the records and coordinated through the Manager of Corporate Services and Communications.

Records Management Manual

The procedures for using the Records Management System are set out in a Records Management Manual which is distributed to all Niagara Catholic administrators, secretaries and other staff as required. The Records Management Manual shall be reviewed on a regular basis and revised as required to ensure compliance with legislation. A summary of the Niagara Catholic Records Management Classification and Retention System is included as Appendix A.

~~All Board schools and departments shall use a standardized Records Management system as approved by the Director of Education. In order to ensure and preserve the integrity of the system, any requests for changes or additions to the system must be directed to the Manager of Board Corporate Services and Communications.~~

~~The Records Management system addresses the following:~~

~~1. RECORDS CLASSIFICATION~~

~~The organization of all categories of information and the uniform application of these categories in all schools and departments.~~

~~2. RETENTION SCHEDULING~~

~~The identification of retention periods for all records in accordance with the appropriate legislation, where applicable.~~

~~3. PROCEDURES~~

~~The procedures for using the Records Management System are set out in a Records Management Manual which will be distributed to all users.~~

Any request for information made through the Municipal Freedom of Information and Protection of Privacy Act must be directed to the Manager of Corporate Services & Communications/Freedom of Information Coordinator.

APPENDIX A



NIAGARA CATHOLIC DISTRICT SCHOOL BOARD RECORDS MANAGEMENT SYSTEM

The Niagara Catholic Records Management System includes a classification and retention program designed to help Niagara Catholic comply with the Education Act and to meet its legal obligations with respect to records. It is intended as a framework for the Board that requires a system-wide records and information management program to enable the Board to efficiently and effectively manage its information resources.

The records retention periods are based on legal retention periods, best practices for records management, and operational needs. Generally, schedule retention periods reflect the minimum amount of time the records need to be kept to satisfy the requirements.

Classification

The system is based on a functional classification methodology, where records and information are classified in accordance with the functions and activities they support within the Board. Records and information are classified into eleven primary functional categories, as follows:

- Administration
- Communications and Public Relations
- Facilities Management
- Finance
- Governance and Policy
- Human Resources
- Information and Computer Technology
- Legal
- Program Development and Design
- Research and Planning
- Student

Retention

Responsible Department Retention – Each record series includes a recommended department to be responsible for managing the official record to ensure that responsibility for retaining the information is assigned. The department manager or supervisor is responsible for ensuring that the department meets its records obligations. In most cases, the responsible department will be the department that originates the record.

Recommended Active Retention – Recommends a period in which the information should be managed in the active office or desk area. This is generally based on the frequency with which the information is likely to be accessed, and the goal is to minimize the amount of record storage space required in the primary work area. As a general rule, if the records in a series are referred to more than once a month, they are considered to be active. If not, they may be moved to an inactive storage area.

Recommended Inactive Retention – Recommends a period in which recorded information may be moved to a designated storage area until the end of its retention period. It is important to note that inactive storage areas must be areas that allow for the protection and preservation of records, and must be free of the risk of damage.

Summary

Updates and revisions to both the nature of records retained and the retention periods applied to them continuously evolve, therefore the Niagara Catholic Records Management program will be routinely reviewed and revised.

For further information on the Records Management System, please contact the Manager of Corporate Services & Communications.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
MAY 10, 2011**

PUBLIC SESSION

**TOPIC: APPROVAL OF POLICIES
NIAGARA CATHOLIC PARENT INVOLVEMENT
COMMITTEE POLICY (800.7)**

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Niagara Catholic Parent Involvement Committee Policy (800.7), as presented.

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

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

Recommended by: John Crocco, Director of Education

Date: May 10, 2011

DRAFT

Niagara Catholic District School Board

NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE

Revised: April 29, 2011

Policy No. 800.7

STATEMENT OF POLICY

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.

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

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

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

References:

Ontario Regulation 330/10 School Councils and Parent Involvement Committees
Parents in Partnership...A Parent Engagement Policy for Ontario Schools
Catholic School Councils Policy 800.1
Complaint Resolution Policy 800.3

NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE

Issued: April 29, 2011

Policy No. 800.7

ADMINISTRATIVE GUIDELINES

1. RESPONSIBILITIES OF THE NIAGARA CATHOLIC REGIONAL SCHOOL COUNCIL PARENT INVOLVEMENT COMMITTEE (NCRSC NCPIC)

1.1 The ~~NCRSC~~ Niagara Catholic Parent Involvement Committee (NCPIC) is an advisory body and the advice provided by members of NCRSC recommendations of the committee shall be in keeping with the Mission Statement of the Board, Vision 2020 Statements, Strategic Directions and the Enabling Strategies from the Vision 2020 Strategic Plan, and the school. This advice shall be supportive and in concurrence along with the distinctive character, philosophy and goals of Catholic Education and respectful of the faith and traditions of the Catholic Church. The Board will retain all the powers and duties specified in the Education Act and its related Regulations.

1.2 NCRSC Niagara Catholic Parent Involvement Committee members are to maintain a regional wide focus on all issues. Meetings are not a forum for discussion about individual schools, staff, council members or trustees, to support Catholic Education in all schools, to encourage and enhance parent engagement for the improvement of student achievement, and the well-being of all students in the Niagara Catholic District School Board.

1.3 It is understood that the School Board will retain all the powers and duties specified in the Education Act and its related Regulations.

1.3 1.4 It is understood that the Individual members of the NCRSC Niagara Catholic Parent Involvement Committee do not speak for the NCRSC committee. The and the Chairperson must be diligent in ensuring that any views presented in the capacity of Chairperson represent fairly the position of the NCRSC NCPIC.

2. MANDATE OF THE NIAGARA CATHOLIC REGIONAL SCHOOL COUNCIL PARENT INVOLVEMENT COMMITTEE (NCRSC NCPIC)

2.1 From time to time The Board and/or School Administration may ask for advice on specific topics or projects, recommendations from the Niagara Catholic Parent Involvement Committee.

2.2 The Niagara Catholic Parent Involvement Committee shall achieve its purpose by:

- providing information and advice on parent engagement to the Board;
- communicating with, and supporting Catholic School Councils of schools of the Board;
- undertaking activities to help parents/guardians of students of the Board support their children's learning at home and at school;
- developing strategies and initiatives the Board and the Director of Education could use to effectively communicate with parents/guardians and to effectively engage parents in improving student achievement and the well-being of all students in the Board such as Meetings, Faith Formation, Conventions and other events for Catholic School Councils as approved by the Board;
- advising the Board and the Director of Education on ways to use the strategies and initiatives;
- working with Catholic School Councils, the Director of Education or designate, and with employees of the Board to:
 - share effective practices to help engage parents, especially parents/guardians who may find engagement challenging, in their children's learning,
 - identify and reduce barriers to parent engagement,
 - help ensure that schools of the Board create a welcoming environment for

- parents/guardians of its students, and
 - develop skills and acquire knowledge that will assist the Niagara Catholic Parent Involvement Committee and Catholic School Councils of the Board with their work; and by
 - communicating information from the Parent Engagement Office of the Ministry of Education to Catholic School Councils of the Board and to the parents/guardians of students of the Board;
 - determining, in consultation with the Director of Education or designate, and in keeping with the Board’s policies, how funding, if any, provided under the Education Act for parent involvement is to be used by the Niagara Catholic Parent Involvement Committee,
 - reviewing new and revised policies and guidelines, and
 - other issues deemed appropriate by the Board.
- 2.3 Each year, the ~~NCRSC~~ **Niagara Catholic Parent Involvement Committee** shall ~~make recommendations a manageable number of projects~~ **make recommendations** to promote Catholic values and to encourage parental involvement in the schools. The ~~proposed projects~~ **recommendations** shall be presented **to the Director of Education** through the appointed Superintendent **of Education (Director’s designate)** and shall outline the objectives, description of activities, personnel and required budgets, as well as a brief statement of expected outcomes.
- 2.4 The Board, ~~upon recommendation of Senior Administration,~~ shall establish a yearly budget to address the various activities **as outlined in 2.2** projected for the **NCRSC Niagara Catholic Parent Involvement Committee**.
- 2.5 The normal reporting system for the ~~NCRSC~~ **Niagara Catholic Parent Involvement Committee** will be through the appointed Superintendent **of Education (Director’s designate)** ~~or~~ to the Director **of Education**.
- 2.6 ~~Meetings should be held on a bi-monthly basis between September to June. Special meetings can may also be called by the appointed Superintendent of Education or by three (3) parent members by written request to the appointed Superintendent of Education~~
- 2.7 ~~Provide a communication link between Catholic School Councils and the NCRSC through the publication of a newsletter.~~

3. MEMBERSHIP

- 3.1 Every effort will be made to ensure that membership is representative of the population distribution within the geographic areas of the Board’s jurisdiction with half of the parent representatives serving for a one year term with the remainder serving for a two year term:

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

3.2 Parent/Guardian Representatives voting members

ELIGIBILITY OF MEMBERSHIP

- 3.2.1 To be eligible for election/appointment to ~~on~~ the ~~NCRSC~~ **Niagara Catholic Parent Involvement Committee**, a parents/guardians **must be a parent/guardian of a student must have a child/ren** enrolled in a Niagara Catholic **District School Board school** and must reside within the Board’s jurisdiction. ~~Parents/guardians shall form the majority of the council. Every effort will be made to distribute the representation as follows:~~

3.2.2 A parent who is employed by the Board is qualified to be appointed to the NCPIC.

3.2.3 A parent who is employed by the Board shall at his or her first meeting inform the NCPIC of his or her employment with the Board.

3.2 Other Representatives—voting members

- a. ~~b. Up to two Community Representative(s) (appointed by NCRSC). the Niagara Catholic District School Board. The community representatives shall be nominated by the agency, association, or organization invited to nominate a representative. The NCRSC NCPIC shall, at the first meeting in the new school year, decide upon which agencies, associations or organizations will be invited to nominate a community member. Upon receipt of these nominations, the NCRSC NCPIC shall make appointments of up to two members to the NCRSC NCPIC.~~
- e. The Bishop or his appointed representative (i.e. Parish Priest, Sister, lay person, etc.)

3.3 Niagara Catholic Representatives—voting members

- a. One elementary or secondary, Principal or Vice-Principal appointed in alternate years by Administrative Council.
- b. One elementary or secondary teacher appointed in alternate years by the ~~local English Catholic local Ontario Teachers Association (OECTA).~~ Teachers Federation.
- e. One non-teaching staff member identified by the appointed Superintendent of Education, after consultation with non-teaching staff representatives.
- d. One Secondary Student Senate Representative. This representative is to be appointed by the Student Senate.
- e. Up to two Community Representative(s) (appointed by NCRSC). ~~the Niagara Catholic Parent Involvement Committee.~~ The community representatives shall be nominated by the agency, association, or organization invited to nominate a representative. The NCRSC NCPIC shall, at the first meeting in the new school year, decide upon which agencies, associations or organizations will be invited to nominate a community member. Upon receipt of these nominations, the NCRSC NCPIC shall make appointments of up to two members to the NCRSC NCPIC.

3.4 Committee Resource—non-voting members

- a. ~~b. The Director of Education/Designate Superintendent of Education Appointed Superintendent of Education as designated by the Director of Education.~~
- e. ~~One Trustee,~~ as appointed by the Chairperson of the Board.

3.3 COMPOSITION OF THE NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE

The Niagara Catholic Parent Involvement Committee shall include the following:

- The number of parent members as specified in the By-Laws of the Niagara Catholic Parent Involvement Committee,
- The Director of Education or Designate, the appointed Superintendent of Education (non-voting member),
- One member of the Board appointed by the Chairperson of the Board for a one year term (non-voting member),
- The Bishop of the Diocese of St. Catharines or his appointed representative,
- The number of Community Representatives as specified in the By-Laws of the Niagara Catholic Parent Involvement Committee,
- One Principal of an elementary school of the Board recommended by the Principal/Vice-Principal Council to Senior Administrative Council,
- One Principal of a secondary school of the Board recommended by the Principal/Vice-Principal Council to Senior Administrative Council,
- One teacher employed, other than a Principal or Vice-Principal, in an elementary school of the Board recommended by the Ontario English Catholic Teachers' Association (OECTA)

- to Senior Administrative Council,
- One teacher employed, other than a Principal or Vice-Principal, in a secondary school of the Board recommended by the Ontario English Catholic Teachers' Association (OECTA) to Senior Administrative Council,
- One person employed by the Board, other than a Principal, Vice-Principal or teacher, i.e. (support staff) recommended by Canadian Union of Public Employees (CUPE) to Senior Administrative Council,
- One parent/guardian of a student with special needs enrolled in a Niagara Catholic District School Board school may be recommended by the Special Education Advisory Committee (SEAC) to Senior Administrative Council as an advocate for special needs, and
- One (1) Secondary Student Senate Representative to be appointed by the Student Senate.

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

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

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

4. VACANCIES/TERMS OF OFFICE/OFFICERS/ ELECTIONS

4.1 Vacancies on the Niagara Catholic Parent Involvement Committee may occur when:

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

4.2 A vacancy in the membership of the Niagara Catholic Parent Involvement Committee does not prevent the committee from exercising its authority to make an appointment to fill the vacancy as specified in the By-Laws of the Niagara Catholic Parent Involvement Committee.

Priority will be given to an individual who resides within the designated geographic area as specified in Section 3.1 and is a parent/guardian of a student who is enrolled in a Niagara Catholic District School Board school.

4.3 Vacancies in parent member positions shall be advertised through a variety of methods which may include:

- advertisements in newsletters of all schools or Catholic School Councils of schools of the Board,
- advertisements in the newspaper with general circulation in the geographic jurisdiction of the Board,
- advertisements on radio or television stations that broadcast in the geographic jurisdiction of the Board,
- notices in schools of the Board,
- notices on the Board website www.niagaracatholic.ca and on the websites of the Board's schools, and,
- notices in the Parish bulletins.

4.4 If a vacancy of an elected a parent member occurs, notification will be given to all schools, and interested parents/guardians within the designated geographic areas will be required to submit their names to the Niagara Catholic Parent Involvement Committee by a designated date.

4.4.1 If a geographic area of the Board's jurisdiction remains unfilled at the time of election, notification will be given to all schools and interested parents/guardians will be required to submit their names to the Niagara Catholic Parent Involvement Committee by a designated date.

- 4.4.2 The Niagara Catholic Parent Involvement Committee may appoint a parent to serve on the Niagara Catholic Parent Involvement Committee until the next election. ~~the position shall be filled as soon as possible.~~
- 4.5 If a vacancy of a Community representative occurs, the ~~council~~ Niagara Catholic Parent Involvement Committee may request the agency to appoint another member, choose a different organization, or choose not to fill the position.
- 4.6 If a ~~Principal/Vice-Principal~~, student, teacher or non-teaching representative vacancy occurs, the ~~NCRSC~~ Niagara Catholic Parent Involvement Committee Chairperson and the appointed Superintendent of Education shall arrange for a replacement ~~from the appropriate group as soon as possible.~~ as outlined in Section 3.3.
- 4.7 Individuals filling a vacated position shall hold the position until the original term for that position expires.
- 4.8 TERMS OF OFFICE**
- 4.8.1 The term of office of some of the parent members of the Niagara Catholic Parent Involvement Committee shall be one (1) year and the term of office of some of the parent members shall be two (2) years, as provided in the By-Laws of the committee. Half of the parent representatives from each of the geographic areas will serve a two year term with the remainder serving for a one year term.
- 4.8.2 A member of the Niagara Catholic Parent Involvement Committee may be reappointed or re-elected to the Committee for more than one (1) term unless otherwise provided in the By-Laws of the committee.
- 4.9 OFFICERS**
- 4.9.1 The Niagara Catholic Parent Involvement Committee shall have a Chairperson or, if the By-Laws of the committee so provides, a Co-Chairperson.
- 4.9.2 The Chairperson and/or Co-Chairperson must be parent members of the committee and shall be elected for a two (2) year term by the parent members of the committee at the first meeting of the committee in each school year that there is a vacancy in the office of the Chairperson or Co-Chairperson.
- 4.9.3 Only parent members with a two (2) year term on the Niagara Catholic Parent Involvement Committee are eligible to be elected to the position of Chairperson or Co-Chairperson.
- 4.9.4 An individual may not serve more that two (2) consecutive terms as Chairperson or Co-Chairperson.
- 4.9.5 An individual who has served one (1) term or two (2) consecutive terms as Chairperson or Co-Chairperson may be re-elected as Chairperson or Co-Chairperson of the committee provided at least one (1) two (2) year term has elapsed since his or her last term as Chairperson or Co-Chairperson.
- 4.9.6 The Chairperson or Co-Chairperson shall act as spokespersons for the committee in communicating with the Director of Education of the Board and the Board.
- 4.9.7 The Niagara Catholic Parent Involvement Committee shall have such other officers as are provided for in the By-Laws of the committee.
- 4.9.8 A vacancy in the office of Chairperson, Co-Chairperson or any office provided for in the By-Laws shall be filled in accordance with the By-Laws of the committee.
- 4.10 ELECTIONS**
- 4.10.1 ~~4.1~~ Elections of parent representatives to the Niagara Catholic Parent Involvement Committee are to be held in the Fall of each school year before November 15 and before the first meeting of the Committee in the school year. ~~at the Spring Annual Catholic School Councils' Convention. before the end of June of each year.~~
- 4.10.2 ~~4.2~~ Election Forms will be sent to individual Catholic School Councils one month prior to the Annual Catholic School Councils' Convention. Self-nominations will also be accepted.
- ~~4.3 The term of office for all elected members is one year (renewable).~~

- 4.4 Elections shall take place before the end of June in each year.
- 4.5 Members of the NCRSC shall elect the Chairperson from among the parent representatives. This election will take place at the first meeting of the ~~Niagara Catholic Parent Involvement Committee~~ council each year. The past Chairperson may remain as a voting member for one year.
- 4.6 Members of the NCRSC ~~Niagara Catholic Parent Involvement Committee~~ shall elect a Vice chairperson from among the parent representatives to serve as Chairperson in his/her absence.
- 4.10.3 4.7 Names and addresses of members of NCRSC the Niagara Catholic Parent Involvement Committee will be forwarded to the Director of Education within thirty (30) days of the election.
- 4.10.4 4.8 Names of NCRSC the Niagara Catholic Parent Involvement Committee members will be published to the Niagara Catholic District School Board school communities.
- 4.10.5 4.9 Where a council Niagara Catholic Parent Involvement Committee member resigns or misses is absent from three (3) consecutive NCRSC Niagara Catholic Parent Involvement Committee meetings, the NCRSC Niagara Catholic Parent Involvement Committee may appoint a replacement to serve until the next election as per Section 4.4 Vacancies.
- 4.10 Members of NCRSC will not receive an honorarium or payment for general expenses.
- 4.11 Vacancies **MOVED TO NEW SECTION (4)**
- 4.11.1 If a vacancy of an elected a parent member occurs, ~~notification will be given to all schools and interested parents will be required to submit their names to the NCPIC by a designated date. The NCPIC may appoint a parent to serve on the NCPIC until the next election of the NCPIC or, choose not to fill the position.~~ the position shall be filled as soon as possible.
- 4.11.2 If a vacancy of a Community representative occurs, the council ~~Niagara Catholic Parent Involvement Committee~~ may request the agency to appoint another member, choose a different organization, or choose not to fill the position.
- 4.11.3 If a student, teacher or non-teaching representative vacancy occurs, the NCRSC ~~Niagara Catholic Parent Involvement Committee~~ Chairperson and appointed Superintendent of Education shall arrange for a replacement from the appropriate group as soon as possible.
- 4.11.4 Individuals filling a vacated position shall hold the position until the term for that position expires.
- 5. ROLE OF THE NIAGARA CATHOLIC REGIONAL PARENT INVOLVEMENT COMMITTEE CHAIRPERSON**
- 5.1 Determine the Call NCRSC Niagara Catholic Parent Involvement Committee meetings, in consultation with the appointed Superintendent of Education.
- 5.2 Plan the agenda with the appointed Superintendent of Education.
- 5.3 Chair the NCRSC Niagara Catholic Parent Involvement Committee meetings.
- 5.4 Communicate regularly with the appointed Superintendent of Education and the community of Catholic School Councils.
- 5.5 The Chairperson must be diligent in ensuring that any views presented in the capacity of Chairperson represent fairly the position of the council. Niagara Catholic Parent Involvement Committee.
- 6. ROLE OF COUNCIL MEMBERS**
- 6.1 Participate in NCRSC Niagara Catholic Parent Involvement Committee meetings on a regular basis.
- 6.2 Participate in information and training sessions. ~~on a regular basis.~~
- 6.3 All members of the NCRSC Niagara Catholic Parent Involvement Committee shall have the primary responsibility to work within the group committee to facilitate the approved mandate. (see [Section 2](#)).

7. ROLE OF THE APPOINTED SUPERINTENDENT OF EDUCATION

- 7.1 Facilitate and assist in the operation of the NCRSC Niagara Catholic Parent Involvement Committee and assist in its operation.
- 7.2 Support and promote the NCRSC's approved activities of the Niagara Catholic Parent Involvement Committee. activities.
- 7.3 Seek input from the council Niagara Catholic Parent Involvement Committee. in areas for which it has been assigned advisory responsibility.
- 7.4 Act as a resource on laws, regulations, Board policies and collective agreements.
- 7.5 Communicate with the Chairperson of the NCRSC Niagara Catholic Parent Involvement Committee as required.
- ~~7.6 The appointed Superintendent of Education may elect to act as the secretary of the NCRSC Niagara Catholic Parent Involvement Committee.~~
- 7.6 7.7 Plan the agenda with the NCRSC Chairperson of the Niagara Catholic Parent Involvement Committee.
- 7.7 7.8 Assist the NCRSC Niagara Catholic Parent Involvement Committee in encouraging greater increased parental involvement.
- 7.8 7.9 Ensure that the minutes of the meetings are recorded, and maintained, and posted on the Board website.
- 7.10 Facilitate the implementation of approved NCRSC initiatives.
- 7.9 7.11 Facilitate all communication between the NCRSC Niagara Catholic Parent Involvement Committee and the Catholic School Councils.
- 7.10 Act as the secretary/treasurer to the Niagara Catholic Parent Involvement Committee.
- 7.11 Prepare and present a report at each meeting, including a financial statement.

8. MEETING PROCEDURES

- 8.1 Meetings will open and close with a prayer.
- 8.2 Meetings should be held on a bi-monthly basis between September to June. *Special meetings* may also be called by the appointed Superintendent of Education or by three (3) parent members by written request to the appointed Superintendent of Education.
- 8.3 8.2 Meetings will commence on time and not last more than two (2) hours, unless the NCRSC Niagara Catholic Parent Involvement Committee members unanimously agree to a longer meeting of no more than thirty (30) minutes beyond the two (2) hour time limit.
- 8.4 8.3 All meetings are open to members of the public and Catholic School Councils within the Board's jurisdiction and will be held at the Catholic Education Centre.
- 8.5 8.4 NCRSC Niagara Catholic Parent Involvement Committee meetings shall not proceed unless there is a quorum in attendance. A quorum is fifty percent (50% + 1) of members, but at all times there must be a majority of parents at the meeting. A member who participates through electronic means shall be deemed to be present at the meeting.
- 8.6 A meeting cannot be held unless,
 - a majority of the members present at the meeting are parent members;
 - the Director of Education, or designated Superintendent of Education is present, and
 - the appointed Trustee to the committee is present.
- 8.7 8.5 Every effort will be made to distribute the agenda to members of NCRSC the Niagara Catholic Parent Involvement Committee in advance. at least five (5) calendar days prior to the meeting by delivering a notice by e-mail or regular mail and post a notice on the Board website.
- 8.8 8.6 Approved minutes of the meetings are to be recorded, and maintained, and posted on the Board website.
- 8.9 8.7 The NCRSC Niagara Catholic Parent Involvement Committee may establish committees to carry out specific tasks or projects in accordance with the overall mandate of the NCRSC. The

~~NCRSC will seek widespread participation in these activities.~~ and one parent member from the NCRSC **NCPIC** must be a part of the committee.

8.10 ~~8.8~~ ~~NCRSC~~ **The Niagara Catholic Parent Involvement Committee** shall use consensus as the usual method for developing recommendations and plans. If voting becomes necessary, a simple majority will be sufficient for a vote on any issue.

8.11 ~~8.9~~ ~~NCRSC~~ **The Niagara Catholic Parent Involvement Committee** will inform ~~the local~~ Catholic School Councils and parent communities of their activities through newsletters, special meetings, **the Board website, and** ~~or~~ through liaison with ~~the local~~ Catholic School Councils. Information to ~~the local~~ Catholic School Councils shall flow through the school **Principal** and/or the **Chairperson** of the Catholic School Council.

9. SUBCOMMITTEES

9.1 The Niagara Catholic Parent Involvement Committee may establish subcommittees to make recommendations to the Niagara Catholic Parent Involvement Committee.

9.2 A subcommittee of the Niagara Catholic Parent Involvement Committee must have at least one (1) parent member of the Niagara Catholic Parent Involvement Committee.

9.3 A subcommittee of the Niagara Catholic Parent Involvement Committee may include persons who are not members of the committee.

10. BY-LAWS

The Niagara Catholic Parent Involvement Committee,

(a) shall make By-Laws governing the conduct of the committee's affairs; subject to the approval of the Board.

(b) shall make By-Laws,

- specifying the number of parent members to be appointed or elected to the committee, governing the process of appointment or election of parent members and governing the filling of vacancies in parent membership,
- specifying the number of community representatives, up to three (3), to be appointed to the committee, governing the process of appointment of community representatives and governing the filing of vacancies in community representative membership,
- governing the election of members of the committee to the offices of Chairperson or Co-Chairperson, and any offices provided for in the By-Laws, and governing the filling of vacancies in the offices of the committee,
- specifying the number of parent members of the Niagara Catholic Parent Involvement Committee that will hold office for one (1) year and the number of parent members that will hold office for two (2) years,
- specifying the length of the term of office for the community representative member(s),
- establishing rules respecting conflicts of interest of the members of the Niagara Catholic Parent Involvement Committee, and
- establishing a process for resolving conflicts internal to the committee, consistent with the Board Complaint Resolution Policy. (See Policy 800.3)

11. MINUTES AND FINANCIAL RECORDS

11.1 The Niagara Catholic Parent Involvement Committee shall keep minutes of all of its meetings and records of all of its financial transactions.

11.2 The Niagara Catholic Parent Involvement Committee shall retain the minutes of its meetings and the records of its financial transactions in accordance with the policies of the Board respecting the retention of documents by committees of the Board.

11.3 The minutes of the Niagara Catholic Parent Involvement Committee shall be,

- posted on the website of the Board; and
- sent electronically to the Chairperson or Co-Chairperson of the Catholic School Council of each school of the Board.

11.4 The minutes and the records of its financial transactions shall be available for examination at the Board by any person without charge for four (4) years.

11.5 Minutes posted on the website of the Board shall remain on the website for four (4) years.

12. INCORPORATION

The Niagara Catholic Parent Involvement Committee shall not be incorporated.

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

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

14. CONSULTATION BY THE NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE

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

15. SUMMARY OF ACTIVITIES

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

16. DELEGATIONS

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

17. RESOLUTION OF CONFLICTS

If the appointed Superintendent of Education, after discussion with the Niagara Catholic Parent Involvement Committee Chairperson, determines that any of the members have contravened Regulation 330/10 or Board Policy 800.1, the appointed Superintendent of Education or Chairperson will discuss the matter with the Director of Education. Please see the Complaint Resolution Policy No. 800.3.

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

- If a member becomes disruptive during a meeting, the Chairperson shall ask for order.
- If all efforts to restore order fail or the unbecoming behaviour continues, the Chairperson may direct the individual Niagara Catholic Parent Involvement Committee member to leave the meeting, citing reasons for the request.
- The removal of member for one meeting does not prevent the member from participating in future meetings of the Niagara Catholic Parent Involvement Committee.
- The incident shall be recorded and submitted to Director of Education by the appointed

Superintendent of Education within one week of the meeting.

- It is recommended that parties involved in the conflict follow the Board's Complaint Resolution Policy No. 800.3.
- Upon removal of a member, a special meeting shall be called, the purpose of which will be to arrive at a mutually acceptable solution to the dispute.
- Such a meeting shall be a private meeting and not construed as a meeting of the Niagara Catholic Parent Involvement Committee.
- Any resolution reached at the meeting to resolve the conflict shall be signed and respected in full by all parties to the agreement.

18. CODE OF ETHICS

A member shall:

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

19. FUNDRAISING

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

20. REMUNERATION

- 20.1 A person shall not receive any remuneration for serving as a member of the Niagara Catholic Parent Involvement Committee.
- 20.2 Subsection (1) does not preclude payment of an honorarium under section 191 of the Act that takes into account the attendance of a Board member at the Niagara Catholic Parent Involvement Committee meeting.
- 20.3 The Board shall reimburse members of the Niagara Catholic Parent Involvement Committee for pre-approved travel expenses through the Superintendent of Education in accordance with Board policies.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
MAY 10, 2011**

PUBLIC SESSION

TOPIC: POLICY DEVELOPMENT UPDATE

The Policy Development Update
is presented for information.

Prepared by: John Crocco, Director of Education

Presented by: John Crocco, Director of Education

Date: May 10, 2011



**REPORT TO THE COMMITTEE OF THE WHOLE
FOR THE MONTH OF MAY 2011
POLICY DEVELOPMENT UPDATE**

Background Information

The Policy Development Update for the month of May 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	DUE DATE			APPENDIX
		PC	CW	BD	
POLICIES BEING DEVELOPED					
1	Assessment, Evaluation And Reporting Policy (800.1)	May 2011	June 2011	June 2011	B
2	Student Fee	May 2011	June 2011	June 2011	C
POLICIES BEING REVIEWED					
3	Educational Field Trips (400.2)	Spring 2011	Spring 2011	Spring 2011	D
4	Fundraising (301.4)	Spring 2011	Spring 2011	Spring 2011	E
5	Assignment of Principals & Vice-Principals (202.1)	Fall 2011	Fall 2011	Fall 2011	F
6	Community Use of Schools (800.2)	Fall 2011	Fall 2011	Fall 2011	G
7	Dress Code - Safe Schools (302.6.6)	Fall 2011	Fall 2011	Fall 2011	H
POLICIES/VETTED AND BEING VETTED					
1	Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students (301.9)	May 2011	June 2011	June 2011	
POLICIES BEING PRESENTED TO THE BOARD					
1	Environmental Stewardship	Apr. 2011	May 2011	May 2011	
2	Niagara Catholic Parent Involvement Committee (800.7)	Apr. 2011	May 2011	May 2011	
3	Records Management (600.2)	Apr. 2011	May 2011	May 2011	

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

The Policy Development Update is presented for information.

Prepared by: John Crocco, Director of Education
 Presented by: John Crocco, Director of Education
 Date: May 24, 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	Regional Catholic School Council
Director of Education	C.U.P.E.	Special Education Advisory Committee
Superintendents	Managers'/Supervisors' Group	The Bishop
Principals/Vice-Principals	Student Services	Pastors
Curriculum Support Staff	Principals'/Vice-Principals' Council	Board Solicitor
O.E.C.T.A. Elementary	Non-Unionized Staff	Student Senate
O.E.C.T.A. Secondary	Catholic School Council Chairs	Others



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

POLICY DEVELOPMENT UPDATE

NEW

For the Month of May 2011

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy	Assessment, Evaluation And Reporting Policy	Policy #	Initiated by	
		N/A	Board	
Intent of Policy	To support the assessment, evaluation, and reporting on student achievement of all students in Niagara Catholic schools.	Issued	Director	
		N/A	Sr. Admin. Council	✓
Resource	Lee Ann Forsyth-Sells, Superintendent of Education	Revised	Ministry of Education	✓
		N/A		

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"/>

Stakeholders	Date of Notification to Committee of the Whole	Sept. 14, 2010
Senior Administrative Council	Date of Draft Policy Reviewed	Apr. 2011
Trustees	Date Draft Policy Sent to Trustees	May 2011
Stakeholders	Date of Draft Policy Reviewed	May 2011
Policy Committee	Date of Draft Policy Reviewed	May 2011
Committee of the Whole	Date of Draft Policy Reviewed	June 2011
Board	Date of Policy Approved	June 2011

COMMENTS

This Policy will be in compliance with the Ministry of Education Growing Success Document requiring Policies by all School Boards.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

POLICY DEVELOPMENT UPDATE

NEW

For the Month of May 2011

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy	Student Fee Policy	Policy #	Initiated by	
		N/A	Board	
Intent of Policy	To provide a consistent application of practice across Niagara Catholic.	Issued	Director	
		N/A	Sr. Admin. Council	✓
Resource	Yolanda Baldasaro, Superintendent of Education Larry Reich, Superintendent of Business & Financial Services	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	✓

Stakeholders	Date of Notification to Committee of the Whole	April 2011
Senior Administrative Council	Date of Draft Policy Reviewed	April 2011
Trustees	Date Draft Policy Sent to Trustees	May 2011
Stakeholders	Date of Draft Policy Reviewed	May 2011
Policy Committee	Date of Draft Policy Reviewed	May 2011
Committee of the Whole	Date of Draft Policy Reviewed	June 2011
Board	Date of Policy Approved	June 2011

COMMENTS

This Policy will be in compliance with the Ministry of Education 2011: B02 Memorandum requiring School Boards to have a Student Fee Policy in place by September 1, 2011.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

POLICY DEVELOPMENT UPDATE

For the Month of May 2011

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy	Educational Field Trips Policy (400.2)					
Resource	Yolanda Baldasaro, 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	Spring 2011
Trustees	Date Draft Policy Sent to Trustees	Spring 2011
Stakeholders	Date of Draft Policy Reviewed	Spring 2011
Policy Committee	Date of Draft Policy Reviewed	Spring 2011
Committee of the Whole	Date of Draft Policy Reviewed	Spring 2011

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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NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

POLICY DEVELOPMENT UPDATE

For the Month of May 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"/>
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	June 2010	
Senior Administrative Council	Date of Draft Policy Reviewed	Spring 2011	
Trustees	Date Draft Policy Sent to Trustees	Spring 2011	
Stakeholders	Date of Draft Policy Reviewed	Spring 2011	
Policy Committee	Date of Draft Policy Reviewed	Spring 2011	
Committee of the Whole	Date of Draft Policy Reviewed	Spring 2011	
COMMENTS			
<p>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.</p>			
STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)			



POLICY DEVELOPMENT UPDATE

For the Month of May 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	Fall 2010
Trustees	Date Draft Policy Sent to Trustees	Fall 2010
Stakeholders	Date of Draft Policy Reviewed	Fall 2010
Policy Committee	Date of Draft Policy Reviewed	Fall 2010
Committee of the Whole	Date of Draft Policy Reviewed	Fall 2010

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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NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

POLICY DEVELOPMENT UPDATE

For the Month of May 2011

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy	Community Use of Schools 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	Fall 2011
Trustees	Date Draft Policy Sent to Trustees	Fall 2011
Stakeholders	Date of Draft Policy Reviewed	Fall 2011
Policy Committee	Date of Draft Policy Reviewed	Fall 2011
Committee of the Whole	Date of Draft Policy Reviewed	Fall 2011

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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NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

POLICY DEVELOPMENT UPDATE

For the Month of May 2011

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy	Dress Code - Safe Schools Policy (302.6.6)
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Resource	Frank Iannantuono, Superintendent of Education
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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	Nov. 2010
Senior Administrative Council	Date of Draft Policy Reviewed	Fall 2011
Trustees	Date Draft Policy Sent to Trustees	Fall 2011
Stakeholders	Date of Draft Policy Reviewed	Fall 2011
Policy Committee	Date of Draft Policy Reviewed	Fall 2011
Committee of the Whole	Date of Draft Policy Reviewed	Fall 2011

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
MAY 10, 2011**

PUBLIC SESSION

**TOPIC: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
ITINERANT ARTS PROGRAM 2010-2011**

The report on the Niagara Catholic District School Board
Itinerant Arts Program 2010-2011
is presented for information.

Prepared by: Yolanda Baldasaro, Superintendent of Education
Mark Lefebvre, School Effectiveness Framework Administrator

Presented by: Yolanda Baldasaro, Superintendent of Education
Mark Lefebvre, School Effectiveness Framework Administrator
Jayne Evans, FSL /ESL / Arts Consultant

Approved by: John Crocco, Director of Education

Date: May 10, 2011



REPORT TO THE COMMITTEE OF THE WHOLE MEETING MAY 10TH, 2011

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD ITINERANT ARTS PROGRAM 2010 - 2011

BACKGROUND INFORMATION

Since September, 2010, the Itinerant Arts Coaches have been successful in supporting the implementation of the new Ontario Curriculum, Grades 1-8– The Arts, 2009.

These talented individuals provide the additional necessary preparation and planning time for each elementary classroom teacher, as they plan, deliver and assess exemplary lessons in collaboration with school administration.

The current delivery model allows for each Arts Coach to teach each elementary classroom for 378 minutes during the course of a school visit. Specific areas of foci are contingent upon the needs of the school, and individual class strengths, and identified during the planning phase.

The 2010-2011 Itinerant Arts Coaches team includes:

<i>Teacher</i>	<i>Area of expertise</i>
Erin Amadio	Drama and Dance
Holly O'Shea	Music
Tracy Docherty	Drama and Visual Arts
Marc Sottile	Music
Lori Kirk	Music
Constance (Connie) Ysseldyk	Drama and Visual Arts
Laurie Crain-Anez	Visual Arts, Drama & Dance

The Student Achievement Department, in conjunction with the Human Resources Department, is planning an expansion to provide continuous support for the Arts.

The Itinerant Arts Coaches will provide a short presentation about their role during the meeting.

The report on the Niagara Catholic District School Board
Itinerant Arts Program is presented for information.

Prepared By: Yolanda Baldasaro, Superintendent of Education
Mark Lefebvre, School Effectiveness Framework Administrator

Presented By: Yolanda Baldasaro, Superintendent of Education
Mark Lefebvre, School Effectiveness Framework Administrator
Jayne Evans, FSL /ESL / Arts Consultant

Approved By: John Crocco, Director of Education

Date: May 10th, 2011

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
MAY 10, 2011**

PUBLIC SESSION

**TOPIC: SUPERVISED ALTERNATIVE LEARNING AND OTHER
EXCUSALS FROM ATTENDANCE AT SCHOOL (SAL)**

The report on the Supervised Alternative Learning
and Other Excusals From Attendance at School (SAL)
is presented for information.

Prepared by: Yolanda Baldasaro, Superintendent of Education
Bridgette Ridley, Stay in School Co-coordinator

Presented by: Yolanda Baldasaro, Superintendent of Education
Bridgette Ridley, Stay in School Co-coordinator

Approved by: John Crocco, Director of Education

Date: May 10, 2011



REPORT TO THE COMMITTEE OF THE WHOLE MEETING MAY 10TH, 2011

SUPERVISED ALTERNATIVE LEARNING AND OTHER EXCUSALS FROM ATTENDANCE AT SCHOOL (SAL)

BACKGROUND INFORMATION

In accordance with **Ministry of Education Regulation 374/10 Supervised Alternative Learning and Other Excusals from Attendance at School (SAL)** the Niagara Catholic District School Board established a system level SAL committee to meet the February 1st, 2011 implementation date. Committee membership includes two Niagara Catholic District School Board trustees, a Supervisory Officer/Designate, Stay in School Co-coordinator and a Community Representative.

The purpose of Supervised Alternative Learning is to provide students who have significant difficulties with regular attendance at school with an alternative learning experience and individualized plan to enable the student to progress towards obtaining an Ontario Secondary School Diploma (OSSD) or achieving his/her other education and life goals.

Specific criteria indicate whether a student may be considered for a Supervised Alternative Learning Plan (SALP) as outlined below:

- The student is between the ages of 14-17;
- Multiple alternative academic plans have been attempted to engage the student;
- The student is committed to participating.

The Supervised Alternative Learning Plan is generated by the student's home secondary school Success Team and must include consultation with the student. The secondary school Principal submits an application for the Supervised Alternative Learning Plan on behalf of the student.

The plan must be reviewed by the established SAL committee at a meeting involving school representatives, the student and a parent/guardian or designate. Each student approved for a SALP by the committee is monitored by a Primary Contact Person at the school level and remains on the attendance register at the school from which the application was generated.

If the student is successful with his/her current SAL plan, the SAL plan may be extended for a maximum of one school year or an alternate transition plan is generated. A transition plan must be in accordance with Ministry of Education expectations for regular attendance at school.

In addition to Supervised Alternative Learning, the regulation enables the Niagara Catholic District School Board to grant compassionate leave to students 16 years and older, allowing them to attend school on a part time basis for a maximum of one school year.

A short presentation from Stay in School Co-coordinator, Bridgette Ridley will be provided at this meeting.

The report on Supervised Alternative Learning and Other Excusals from Attendance at School (SAL) is presented for information.

Prepared by: Yolanda Baldasaro, Superintendent of Education
Bridgette Ridley, Stay in School Co-coordinator

Presented by: Yolanda Baldasaro, Superintendent of Education
Bridgette Ridley, Stay in School Co-coordinator

Approved by: John Crocco, Director of Education

Date: Tuesday, May 10th, 2011

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
MAY 10, 2011**

PUBLIC SESSION

**TOPIC: NIAGARA CATHOLIC 8TH ANNUAL
REGIONAL ONTARIO HERITAGE FAIR 2011**

The report on the
Niagara Catholic 8th Annual
Regional Ontario Heritage Fair 2011
is presented for information.

Prepared by: Yolanda Baldasaro, Superintendent of Education
Mark Lefebvre, Administrator - School Effectiveness Framework
Janice Barretto Mendonca, Consultant, Junior Division

Presented by: Yolanda Baldasaro, Superintendent of Education
Mark Lefebvre, Administrator – School Effectiveness Framework
Sheila Lohnes, Supervisor - Library Information Centers

Approved by: John Crocco, Director of Education

Date: May 10, 2011



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE MEETING MAY 10th, 2011

NIAGARA CATHOLIC 8TH ANNUAL REGIONAL ONTARIO HERITAGE FAIR 2011

BACKGROUND INFORMATION

For the past eight years students across Niagara Catholic have participated in the celebration of Canada's History and Heritage through Heritage School Fairs. A select number of students with exemplary projects are invited to participate in the Niagara Catholic Annual Regional Heritage Fair. With support from the Ontario Heritage Fair Association, local sponsorship and funding by the Niagara Catholic District School Board, this year's Fair took place on Wednesday April 27th, 2011 at the Pond Inlet, Brock University.

Heritage Fair Highlights

- school-based fairs featured 2283 student projects;
- twenty-five schools represented at the Regional Fair with 103 student projects presented;
- forty-two adjudicators including numerous community museum partners, retired teachers and principals, and ten teacher candidates from Brock University's Faculty of Education;
- alumni students of Heritage Fair Program – Kira Lohnes – Master of Ceremonies/Student Group Leader; Christine Murphy, Emily Dugo, Alyssa Abbaddo - Student Group Leaders;
- twenty-four community sponsors and partners;
- four student workshop presenters – St. Catharines Museum; Archives of Ontario; Eric Walters, Canadian Children's Author; Mike Sheahan, Physical and Health Education Consultant, Niagara Catholic District School Board;
- over 300 visitors at the Public Showcase – including parents, teachers, principals and local dignitaries;
- greetings and congratulations from John Crocco, Director of Education, Niagara Catholic District School Board; Carol White, Ontario Heritage Fair Association; Brian Merrett, CEO of Niagara 1812 Legacy Council; Yolanda Baldasaro, Superintendent of Education, Student Achievement K-12, Niagara Catholic District School Board; Mark Lefebvre, Administrator, School Effectiveness Framework, Niagara Catholic District School Board.

Planning Committee Members

Janice Barretto Mendonca – Consultant, Junior Division
Sheila Lohnes – Supervisor, Library Information Centres
Mary Ann McKinley – Consultant, Student Engagement/Student Leadership
Sharon Billy – Library Technician, St. Kevin Catholic Elementary School
Donna Ford – Community Volunteer
Margaret Marion – Principal, St. Peter Catholic Elementary School
Leigh Bishop – Community Volunteer
Sharyl Gagne – Secretary, Student Achievement K-12
Elizabeth Semple – Teacher, Cardinal Newman Catholic Elementary School
Josie Candeloro – Educational Assistant, St. Alfred Catholic Elementary School
Deborah Legge – Community Volunteer
Steve Ward – Vice-Principal, St. Vincent de Paul Catholic Elementary School

Appendix A provides a listing of the 2011 Awards and award winners for the Niagara Catholic 8th Annual Regional Ontario Heritage Fair.

A short power point will accompany this report at the Committee of the Whole meeting.

The report on the Niagara Catholic 8th Annual Regional Ontario Heritage Fair 2011
is being presented for information.

Prepared by: Yolanda Baldasaro, Superintendent of Education
Mark Lefebvre, Administrator - School Effectiveness Framework
Janice Barretto Mendonca, Consultant, Junior Division

Presented by: Yolanda Baldasaro, Superintendent of Education
Mark Lefebvre, Administrator – School Effectiveness Framework
Sheila Lohnes, Supervisor - Library Information Centers

Approved by: John Crocco, Director of Education

Date: May 10, 2011

APPENDIX A

	Award	Student/School
1	<p>Bird Kingdom Award, in recognition of outstanding achievement in presenting the topic of natural history.</p> <p><i>4 Passes to the Bird Kingdom</i> Donated by Bird Kingdom</p>	<p>Jena Cameron, St. Denis</p> <p><i>“The Beaver”</i></p>
2	<p>Guinness World Record Museum, in recognition of outstanding achievement in a multi-media presentation.</p> <p><i>Book and passes</i> Donated by Guinness Museum</p>	<p>Christian Harford, St. Alexander</p> <p><i>“Tom Longboat”</i></p>
3	<p>Heritage Niagara Esther Summers Award of Excellence, in recognition of outstanding achievement in presenting a topic related to the history, heritage and culture of the Niagara Region.</p> <p><i>Plaque and \$100 – to be presented at dinner in June – Betty’s Restaurant</i> Donated by Esther Summers</p>	<p>Justin Abando, St. Theresa</p> <p><i>“St. Catharines – The Garden City”</i></p>
4	<p>Niagara Falls Museums Award, in recognition of outstanding achievement in presenting a topic related to the history, heritage and culture of the students local community.</p> <p><i>Book, certificate and cards</i> Donated by Niagara Falls Museum</p>	<p>Serge Atkinson, St. Patrick, N.F.</p> <p><i>“The Battle of Lundy’s Lane”</i></p>
5	<p>Norval Johnson Heritage Award, in recognition of outstanding achievement in presenting a topic relating to Black History.</p> <p><i>Book</i> Donated by Wilma Morrison</p>	<p>Kian Rego, St. Ann, St. Catharines</p> <p><i>“The Underground Railroad”</i></p>
6	<p>Ontario English Catholic Teachers Association Award, in recognition of outstanding achievement in presenting a topic that focuses on Union/Workers movement/Catholicity.</p> <p><i>Plaque, \$50 gift certificate</i> Presented by Marie Balanowski</p>	<p>Christina Merolo, Our Lady of Fatima, Grimsby</p> <p><i>“Shaw Festival”</i></p>
7	<p>Parasol Productions Award, in recognition of outstanding achievement in presenting the life of a famous woman.</p> <p><i>Plaque, \$20</i> Donated by Maja Bannerman</p>	<p>Simone Walker, St. Joseph, Snyder</p> <p><i>“English Imports – The British War Brides”</i></p>

<p>8</p>	<p>Robert J. Foley, The Haunted Press Publishers and Distributors Award, in recognition of outstanding achievement in presenting a project dealing with any aspect of Canada’s past or present.</p> <p><i>2 volume set of Canada’s Story Donated by Bob Foley</i></p>	<ol style="list-style-type: none"> 1. Ashley Horby, Holy Name “<i>Totem Poles: A Story Through Art</i>” 2. Ethan Zavariella, Holy Name “<i>100 Mile Diet</i>” 3. Taya Taraba, Cardinal Newman “<i>Crystal Beach</i>” 4. Isaac Leblanc, Holy Name “<i>Sir Adam Beck Tunnels & Canal</i>” 5. Kaitlyn Aquino, Our Lady of Fatima, G. “<i>The Olde Angel Inn</i>” 6. Jonathan Krekorian, Assumption “<i>The History of the Welland Canal</i>”
<p>9</p>	<p>Ontario Genealogical Society Award, in recognition of outstanding student achievement that includes the application of genealogical research.</p> <p><i>Book, 1 year membership in OGS, Genealogy Book for school library, and certificate Donated by Ontario Genealogical Society</i></p>	<p>Nolan Von Kalckreuth, St. Philomena</p> <p>“<i>Family Tree</i>”</p>
<p>10</p>	<p>Archives of Ontario Award, in recognition of outstanding student achievement for the best use of original records related to Ontario history.</p> <p><i>Certificate signed by Ontario Archivist and gift certificate for Historical Print Donated by Archives of Ontario</i></p>	<p>Alec Tamas, St. James</p> <p>“<i>Kirkland Lake – The Town that Stands on Gold</i>”</p>
<p>11</p>	<p>Ontario History and Social Science Teachers Award, in recognition of student achievement that demonstrates outstanding ability to think critically using historical thinking.</p> <p><i>Certificate and IQ Challenge Puzzles Donated by History and Social Science Teachers</i></p>	<p>Tommy Touzin, St. Ann, St. Catharines</p> <p>“<i>Canadian Pacific Railway</i>”</p>

<p>12</p>	<p>Ontario Historical Society Award, in recognition of outstanding student achievement for research of Ontario's history</p> <p><i>One Certificate & Book (Sketches of Rural Ontario), Ribbon of Excellence</i></p> <p><i>5 Ribbons of Excellence</i> Donated by Ontario Historical Society</p>	<p>Kevin Van Der Kooi, Assumption</p> <p><i>"The Royal Canadian Henley Regatta"</i></p> <p>Ribbons Only</p> <ol style="list-style-type: none"> 1. Christian Leonard, St. John <i>"The Avro Arrow"</i> 2. Thomas Crosbie, Cardinal Newman <i>"Parliament Buildings"</i> 3. Madalyn Amorim, St. Denis <i>"The CN Tower – Reaching New Heights"</i> 4. Katelyn Barich, St. John <i>"Niagara Falls Daredevils"</i> 5. Jenna Greco, Notre Dame <i>"Maid of the Mist"</i>
<p>13</p>	<p>Reading and Remembrance Project Award, In recognition of outstanding student achievement for research of Ontario' history.</p> <p><i>Certificate & Book (Sketches of Rural Ontario), Ribbon of Excellence</i> Donated by Ontario Heritage Fairs Association</p>	<p>Griffin Kerho, St. Mary, Welland</p> <p><i>"Gordon Korman"</i></p>
<p>14</p>	<p>Ontario Heritage Fairs Association Multiculturalism Award, in recognition of excellent student achievement in research that exemplifies the diverse culture of Ontario.</p> <p><i>OHFA Pin and certificate</i> Donated by Ontario Heritage Fairs Association</p>	<ol style="list-style-type: none"> 1. Matthew Hughes, St. Patrick, N.F. <i>"The Metis"</i> 2. Madelyn McArthur, St. Peter <i>"Canadian Residential Schools"</i> 3. Anastasia Groch, St. Alexander <i>"Ukranian in Canada"</i>

<p>15</p>	<p>Ontario Heritage Fairs Association Founders' Award, in recognition of exceptional enthusiasm and dedication to history and heritage.</p> <p><i>Medal, letter and certificate</i> Donated by Ontario Heritage Fairs Association</p>	<ol style="list-style-type: none"> 1. Ashley DeSimone, St. Anthony "Canadian Tire" 2. Martin Bradley, Our Lady of Fatima, G. "Union Station" 3. Jak Terpak, St. Michael "Juno Beach"
<p>16</p>	<p>Canada's National History Society Award, in recognition of the project that best integrates the use of written research and visual materials as inseparable elements to successfully present a topic.</p> <p><i>Certificate, medal & complimentary subscription to Kayak Magazine</i> Donated by Canada's History Society</p>	<ol style="list-style-type: none"> 1. Mike Bohunicky, St. Peter "First Nation's Sacred Animals" 2. Daniela Lozano Our Lady of Fatima, G. "Canadian Martyrs: A Story of Faith"
<p>17</p>	<p>Niagara Catholic District School Board Award of Excellence, in recognition of the most outstanding project at this year's fair.</p> <ol style="list-style-type: none"> 1. 4 Passes for the Maid of the Mist 4 Passes for the Helicopter Ride 4 Passes to Fallsview Indoor Water Park 2. 4 passes for Great Wolf Lodge 4 passes to Skylon Tower – Ride to top, 3D movie passes <p>Donated by respective businesses</p>	<ol style="list-style-type: none"> 1. Shaun Donnelly, St. Michael "The Discovery of Insulin" 2. Alejandro A. Valdes-Carletti, St. Patrick, NF. "D Day"
<p>18</p>	<p>Heritage Fairs School Achievement Award</p> <p>Donated by Ontario Heritage Fairs Association</p>	<p>St. Patrick, N.F.</p>

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
MAY 10, 2011**

PUBLIC SESSION

**TOPIC: NIAGARA CATHOLIC STRATEGIC DIRECTION PRIORITY
INDICATORS 2011-2012**

RECOMMENDATION

THAT the Committee of the Whole recommend to the Niagara Catholic District School Board the approval of the Niagara Catholic Strategic Directions Priority Indicators 2011-2012, as presented.

Prepared by: Senior Administrative Council

Presented by: John Crocco, Director of Education

Recommended by: John Crocco, Director of Education

Date: May 10, 2011



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE MEETING MAY 10TH, 2011

NIAGARA CATHOLIC STRATEGIC DIRECTIONS PRIORITY INDICATORS 2011-2012

BACKGROUND INFORMATION

In compliance with the Niagara Catholic Vision 2020 Strategic Plan, the Niagara Catholic Strategic Directions Priority Indicators 2011-2012 are presented to the Committee of the Whole for consideration. (Appendix A)

Based on the Vision 2020 Strategic Plan, the Niagara Catholic Strategic Directions Priority Indicators builds on the 2010-2011 Niagara Catholic System Priorities. Rooted in the Board approved Vision 2020 Strategic Directions and Enabling Strategies, the specific indicators are intended to provide the framework to measure the progress in achieving the two (2) Strategic Directions and the seven (7) Enabling Priorities.

Senior Administrative Council has selected the indicators following discussions with administrators and staff at the Catholic Education Centre and will utilize the priority indicators as the focus in designing the Annual Board Budget for 2011-2012.

Once approved by the Board, a copy of the Niagara Catholic Strategic Direction Priority Indicators 2011-2012 will be sent to all Principals, Vice-Principals, Managers, the Diocese of St. Catharines, SEAC, Catholic School Councils and the Niagara Catholic Parent Involvement Committee. A poster size copy of the 2011-2012 priority indicators will be placed in a public location in all schools, Board sites and the Catholic Education Centre for review by students, staff, parents and guests to Niagara Catholic. A copy will also be placed on the Board website and Facebook account.

A Mid-Year Progress Review of the 2011-2012 Priority Indicators will be presented at the January 2012 Board Meeting with a Niagara Catholic Strategic Directions Priority Indicators Achievement Report for 2011-2012 presented at the September 2012 Board Meeting.

RECOMMENDATION

THAT the Committee of the Whole recommend to the Niagara Catholic District School Board the approval of the Niagara Catholic Strategic Directions Priority Indicators 2011-2012, as presented.

Prepared by: Senior Administrative Council
Presented by: John Crocco, Director of Education
Recommended by: John Crocco, Director of Education
Date: May 10th, 2011



NIAGARA CATHOLIC STRATEGIC DIRECTIONS PRIORITY INDICATORS 2011-2012

STRATEGIC DIRECTIONS

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

- To enhance our distinctive Catholic educational system by designing and implementing a Niagara Catholic Faith Formation program, rooted in the Board's Vision 2020 Strategic Plan, and integrating into programs and services for students, parents and the community served by the Board by June 2012.
- To conduct a Niagara Catholic elementary and secondary Student Conference 2012 focused on the theme of "Nurturing the Distinctiveness of Catholic Education" by March 2012.

Advance Student Achievement for All

- To continue to support all students who are six years of age in the development of literacy and numeracy skills, particularly in learning to read, by June 2012
- To expand and enhance e-Learning initiatives in Niagara Catholic by June 2012.
- To continue with system implementation of the Ministry of Education Policy "Growing Success" – Assessment, Evaluation and Reporting in Ontario Schools" and the Niagara Catholic Assessment, Evaluation and Reporting K-12 Policy and Guidelines for all schools in the Board by June 2012.
- To continue to advance student achievement through Ministry of Education, Board and School initiatives on Provincial EQAO Primary and Junior Assessments, EQAO Secondary Mathematics Assessment, and the Ontario Secondary School Literacy Test (OSSLT) by June 2012.
- To align and design initiatives to achieve the target of 85% graduation rate of 2011-2012 Grade 12 students by June 2012.

ENABLING STRATEGIES

Provide Supports for Success

- To design a Niagara Catholic Mental Health Support Plan to address the need for increased supports for mental health by June 2012.

Enhance Technology for Optimal Learning

- To design a comprehensive Niagara Catholic Teaching and Learning through Technology Blueprint by March 2012.
- To continue the implementation of the Niagara Catholic Data Warehouse with elementary and secondary staff by June 2012.
- To initiate the implementation of a hardware platform for all school-based computer technology by September 2012.

Building Partnerships and Schools as Hubs

- To continue to expand educational research in the Board to include Board research projects, the sharing of current research, and an extension of research partnerships with outside agencies by June 2012.
- To continue to build capacity with Trustees, administrators, staff and parents by providing information and opportunities for dialogue on Catholic education.
- To develop and implement programs through the engagement of community groups and the community use of schools program to address the needs of children and families including nutrition, physical activity and literacy by June 2012.

Strengthen Human Resource Practices and Develop Transformational Leadership

- To develop a Niagara Catholic Hiring Policy and process for the selection of staff by March 2012.
- To develop a Niagara Catholic Leadership Succession Planning Policy and process for the selection to all positions of leadership within Niagara Catholic by March 2012.
- To design and implement an annual Niagara Catholic Human Resources Certificate Program for all administrators by October 2011 for the 2011-2012 school year.

Create Equity and Accessibility of Resources

- To consolidate the implementation of the Teaching Learning Critical Pathway initiative in all elementary and secondary schools by June 2012.
- To expand the secondary Math TLCP process to all Academic and Applied Mathematics courses by June 2012.
- To expand the Collaborative Inquiry for Learning in Mathematics process in all elementary schools by June 2012.
- To implement a plan to identify and remove barriers to individuals with disabilities in Board facilities as identified in the 2011-2012 Niagara Catholic Accessibility Plan by August 31, 2012.

Ensure Responsible Fiscal and Operational Management

- To ensure that all Catholic Education Centre departments develop annual Operational Plans and review cycles, which align with the Vision 2020 Strategic Plan by October 2011.
- To comply with Ministry of Education requirements for fiscal financial management with a balanced budget.
- To consolidate key risks and mitigate budget factors into a single risk plan by June 2012.
- To ensure that the Internal Audit Plans are presented to the Audit Committee as required throughout 2011-2012.
- To ensure that the External Audit Plans are presented to the Audit Committee as required throughout 2011-2012.
- In compliance with Ministry directives, to ensure that the Board Purchasing Policy is monitored for compliance by June 2012.
- To implement a plan to generate savings on electrical energy through the installation of solar photovoltaic systems at Our Lady of Fatima Catholic and St. Joseph Catholic Elementary Schools in Grimsby by September 2011.
- To develop, implement and monitor the day cleaning program in all school facilities by June 2012.
- To enhance the Niagara Catholic Green Niagara program to continue the reduction of total energy consumption within Niagara Catholic facilities over the average consumption in previous years.

Address Changing Demographics

- To develop a report on school capacities, enrolment, attendance area boundaries and accommodation utilization with recommendations to address the changing demographics in Niagara Catholic to meet the timelines of Board motions, by October 2011.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
MAY 10, 2011**

PUBLIC SESSION

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

The report on Staff Development Department 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: May 10, 2011



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE MEETING MAY 10, 2011

STAFF DEVELOPMENT DEPARTMENT PROFESSIONAL DEVELOPMENT OPPORTUNITIES

BACKGROUND INFORMATION

In alignment with the Board's System Priorities and Vision 2020, 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 May 11, 2011, through June 7, 2011.

Wednesday, May 11, 2011

Elementary French as a Second Language (FSL) Teachers- Intensive French

- The second of a series of four workshops designed to assist FSL teachers to become more aware of the "Intensive French" program with an eye to expending it in the near future.

Early Learning Kindergarten Program (ELKP) Teachers – Marker Students

- A workshop designed to assist teachers in this new program with roadblocks, supporting data and next steps as far as it pertains to implementing "marker Students" to gauge progress.

Thursday, May 12, 2011

Elementary French as a Second Language (FSL) Teachers- Intensive French

- The third of a series of four workshops designed to assist FSL teachers to become more aware of the "Intensive French" program with an eye to expending it in the near future.

Friday, May 13, 2011

Elementary an Secondary Teachers (NTIP mentors) – Damian Cooper

- A workshop for NTIP mentors with Damian Cooper, dealing with Assessment and Evaluation as per the Growing Success document. The workshop will also address the nuances of the new report card comment requirements.

Monday, May 16, 2011

Elementary French as a Second Language (FSL) Teachers- Intensive French

- The final of a series of four workshops designed to assist FSL teachers to become more aware of the "Intensive French" program with an eye to expending it in the near future.

Gr. 7 and 8 Teachers – Interactive Technology

- A workshop designed to introduce this group of teachers to Brightlink Interactive projectors as a functional part of their classroom instruction. Included with this training, teachers involved will also be receiving other Interactive devices.

Tuesday, May 17, 2011

Secondary Law Teachers - Teacher Learning Critical Pathway (TLCP)

- The second of a series of four (4) half-day workshops designed to provide this group of teachers with the understanding that the TLCP concept is based on the understanding that classroom instructional practice can be organized in a practical, precise and highly personalized manner to ensure achievement for *all* students.

Secondary Teachers of Locally Developed Courses- Best practices

- The second of two workshops designed to present this group of teachers the latest in Ministry of Education curriculum expectations and to share best practices in an effort to improve instruction to students destined for the world of work after graduation.

Friday, May 20, 2011

Secondary Program Chairs- Effective Instruction and Preparing Students for the 21st Century

- The first of two workshops presented by Dr. Avis Glaze to this group of curriculum leaders regarding the changing dynamics in classroom instruction as it pertains to students' readiness to face the twenty-first century.

Wednesday, May 25, 2011

Educational Resource Teacher (ERT) – Year-end Inventory

- A workshop designed to provide this group of teachers information that will require their attention to prepare students who have been receiving Special Education assistance for promotion to the next grade level.

Wednesday, May 25, 2011

Elementary and Secondary Teachers involved in the Leadership Identification Program (LIP)-Faith Formation

- A workshop presented by Fr. Jim Mulligan to this group of leadership candidates dealing with their individual faith journey and as well their role as future leaders in protecting Catholic Education.

Thursday, May 26, 2011

Elementary and Secondary Teachers involved in the New Teacher Induction Program (NTIP)-Faith Formation and Graduation

- The final session of the Niagara catholic District School Board's 2010-11 NTIP program, which features a Faith Formation session delivered by Fr. John Vickers, which will also contain a commissioning ceremony and prayer service.

Friday, May 27, 2011

Secondary Program Chairs- Effective Instruction and Preparing Students for the 21st Century

- The first of two workshops presented by Dr. Avis Glaze to this group of curriculum leaders regarding the changing dynamics in classroom instruction as it pertains to students' readiness to face the twenty-first century.

Gr. 7 and 8 Blended Learning Pilot Teachers

- A fourth half-day workshop designed to train and provide ample hands-on opportunities to explore the Ontario Education Resource Bank (OERB) and the Ministry of Education's E-Learning, Learning Management System (LMS) as they engage in a pilot program intended to implement curriculum to students using a face-to-face and an on-line approach.

Monday, May 30, 2011

Secondary Gr. 10 Civics Teachers - Teacher Learning Critical Pathway (TLCP)

- The final of a series of four (4) half-day workshops designed to provide this group of teachers with the understanding that the TLCP concept is based on the understanding that classroom instructional practice can be organized in a practical, precise and highly personalized manner to

Tuesday, May 31, 2011

Secondary Educational Resource Teachers (ERT)

- A workshop designed to explore existing educational resources and investigate strategies intended to support students in Mathematics. Participants will have the opportunity to work directly with some of the technologies and activities with special attention given to the EQAO Assessment of Grade 9 Mathematics.

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: May 10, 2011

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
MAY 10, 2011**

PUBLIC SESSION

**TOPIC: EXTENDED OVERNIGHT FIELD TRIP, EXCURSION
AND EXCHANGE APPROVAL COMMITTEE**

The report on the Extended Overnight Field Trip,
Excursion and Exchange Approval Committee
is presented for information.

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

Approved by: John Crocco, Director of Education

Date: May 10, 2011



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE MEETING MAY 10TH, 2011

EXTENDED OVERNIGHT FIELD TRIP, EXCURSION AND EXCHANGE APPROVAL COMMITTEE – 2010-2011

BACKGROUND INFORMATION

The Extended Overnight Field Trip, Excursion and Exchange Approval Committee continues to review proposals for 2010-2011 extended overnight field trips, excursions and exchanges as submitted to date. The composition of the approval Committee is as follows:

- | | | |
|------------------------------|---|-------------------|
| 1 Supervisory Officer | - | Yolanda Baldasaro |
| 1 Secondary School Principal | - | Mario Ciccarelli |
| 1 Secondary School Principal | - | Jeff Smith |
| 1 Education Services Member | - | Mike Sheahan |

As defined in the Niagara Catholic Educational Field Trip Policy (400.2) Administrative Guidelines, an Extended Overnight Field Trip is:

- “Any school/board sponsored and supervised activity, on scheduled instructional days, beyond the school property that requires four or five more night lodgings”
or
- “Requiring an individual flight ticket of \$600.00 or more.” (Part II, A.4)

An Excursion is defined as follows:

- “A trip not directly linked to specific subject curriculum expectations, but provided to enrich a student’s overall Catholic education. An excursion is a trip that is planned and arranged for secondary school students that would be held during the year when the students are not normally expected to be attending classes and that does not adhere to all guidelines and procedures relating to Educational Field Trips.” (Part II, A.5)

Attached to this information report is an Executive Summary of a 2010-2011 Extended Overnight Field Trip as submitted on Tuesday, April 26th, 2011.

The report on the Extended Overnight Field Trip, Excursion and Exchange Approval Committee for May, 2011 is presented for information.

Prepared by: Yolanda Baldasaro, Superintendent of Education
Presented by: Yolanda Baldasaro, Superintendent of Education
Approved by: John Crocco, Director of Education
Date: May 10, 2011

EXECUTIVE SUMMARY

Appendix A

Extended Overnight Field Trip, Excursion and Exchange Committee Approvals – 2010-2011

School	Type	Approval Required	Destination	Curriculum Unit/Theme	Education Value	Date	Students on Trip	Duration	Cost (Approx)	Transportation
Approved May 2011										
Saint Paul Catholic High School	Extended Overnight Field Trip and Excursion	Superintendent and Extended Overnight Field Trip Committee	France, Spain	Cultural	Students will focus on enhancing their language skills as well as further developing their cultural appreciation of France and Spain	Thursday, March 8 th , 2012 to night Friday, March 16 th , 2012 OR Saturday, March 10 th , 2012 to Sunday, March 18 th , 2012.	20 students 2 staff	9 days 8 nights 0 school days	\$ 2882.00or \$ 3340.00/ student	Air Coach bus, train
Lakeshore Catholic High School	Extended Overnight Field Trip and Excursion	Superintendent and Extended Overnight Field Trip Committee	St. George, Ontario	Environment	Curriculum and environmental based learning. Networking with private and public industry, teachers and students from across Ontario.	Wednesday, May 4 th , 2011 to Sunday, May 8 th , 2011.	5 students 1 staff 1 chaperone	5 days 4 nights 2 ½ school days	\$560.00/ student	Mini Van

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
MAY 10, 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: May 10, 2011



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO COMMITTEE OF THE WHOLE TUESDAY MAY 10, 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	Our Lady of Fatima Catholic Elementary School (Gr.)
Appendix C	Our Lady of Victory Catholic Elementary School (FE)
Appendix D	St. Andrew Catholic Elementary School (W)
Appendix E	St. Anthony Catholic Elementary School (SC)
Appendix F	St. Augustine Catholic Elementary School (W)
Appendix G	St. Joseph Catholic Elementary School (Gr.)
Appendix H	St. Mark Catholic Elementary School (B)

The Capital Projects Progress Report is presented for information.

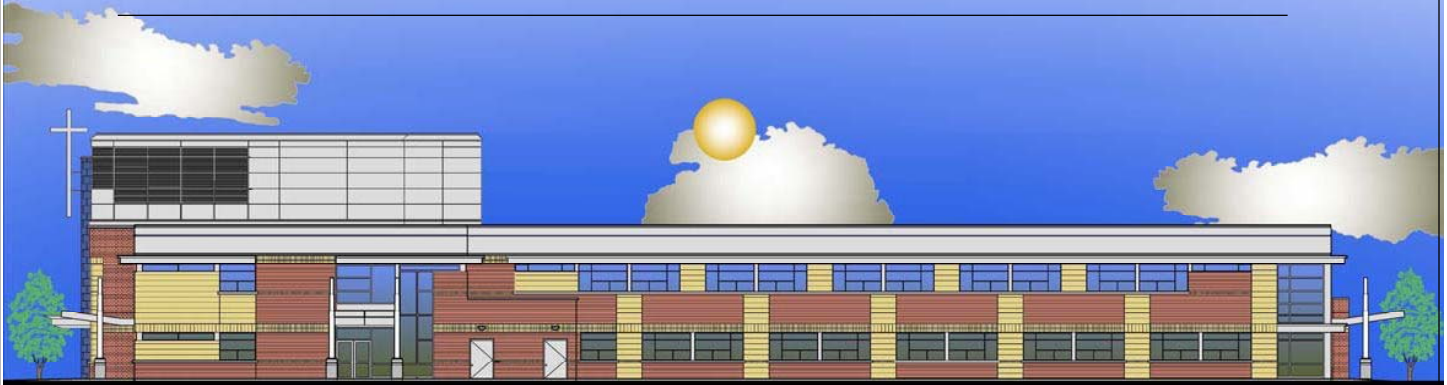
Prepared by: James Woods, Controller of Plant
Presented by: James Woods, Controller of Plant
Approved by: John Crocco, Director of Education
Date: Tuesday May 10, 2011



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
MAY 10, 2011**

APPENDIX A

BLESSED TRINITY 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: Contract has been awarded to Brouwer Construction. The ground breaking and construction start date is May 3, 2011.

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	0	7,873,905
Fees & Disbursements	880,000	763,346	880,000
Furniture & Equipment	700,085	0	700,085
Other Project Costs	440,000	194,166	440,000
	\$11,329,915	\$2,397,642	\$11,329,915

Project Timelines:

	Scheduled Completion	Actual Completion
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	9 January 2012	
Official Opening & Blessing	February 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
MAY 10, 2011**

APPENDIX B

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:

On February 22, 2011, the Board approved the award of a contract to Carmanah Technologies, and work is in progress. Installation is scheduled for completion on August 12, 2011.

Project Funding:

Renewable Energy	949,373
Facilities Renewal	460,000
	\$1,409,373

Project Costs:

	<u>Budget</u>	<u>Paid</u>	<u>Forecast</u>
Construction Contract	1,200,000	124,808	1,200,000
Fees & Disbursements	78,250	78,572	78,250
Other Project Costs	130,900	42,932	130,900
	\$1,409,150	\$246,312	\$1,409,150

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:

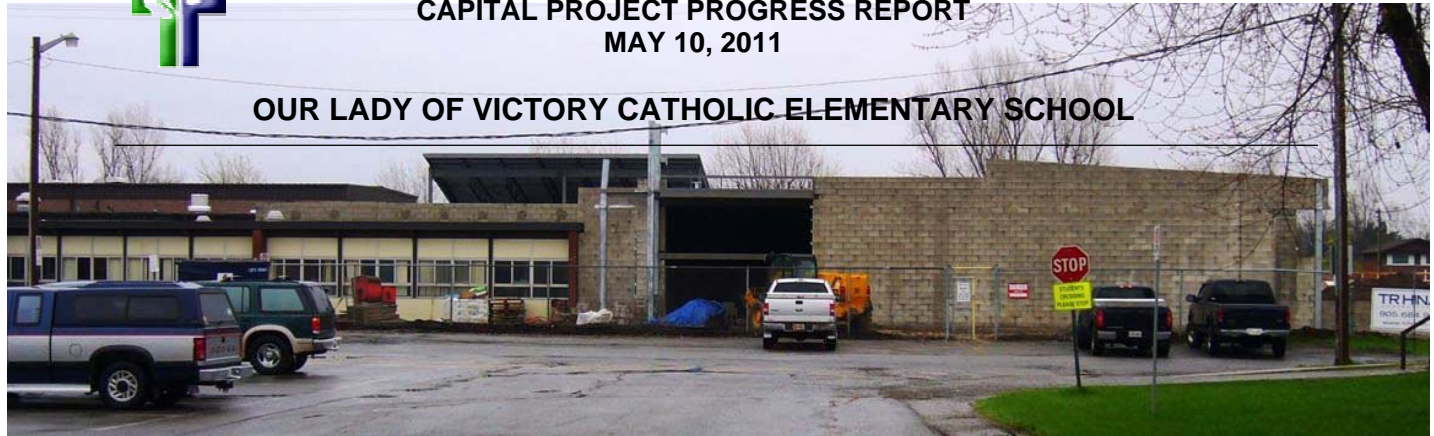
Architect	Venerino V.P. Panici Architect Inc
General Contractor	Carmanah Technologies
Project Manager	Anthony Ferrara
Superintendent	Yolanda Baldasaro
Principal	Michael Hendrickse



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
MAY 10, 2011**

APPENDIX C

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:

The exterior shell and interior walls are nearing completion. Floor slabs are being poured. Mechanical equipment has been delivered to the site.

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
	<u>\$5,888,142</u>

Project Costs:

	Budget	Paid	Forecast
Construction Contract	4,321,000	1,283,760	4,321,000
Fees & Disbursements	554,700	417,928	554,700
Furniture & Equipment	119,500	0	119,500
Other Project Costs	689,572	92,538	689,572
	<u>\$5,684,772</u>	<u>\$1,794,226</u>	<u>\$5,684,772</u>

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
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	November 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
CAPITAL PROJECT PROGRESS REPORT
MAY 10, 2011**

APPENDIX D

ST. ANDREW CATHOLIC ELEMENTARY SCHOOL

Scope of Project:

Construction of a new library and single classroom.
Renovations to the existing library to be two additional classrooms and expansion of the gymnasium to create a stage.

Current Status:

The new addition is complete and occupied

Project Information:

New Area to be Constructed	3,774	sq. ft.
Existing Area to be Renovated	1,410	sq. ft.
Total New Facility Area	26,911	sq. ft.
Total Site Area	4.6	acres
Pupil Places Added	69	students
New Facility Capacity	411	students



Project Funding:

Primary Class Size	1,077,869
Good Places to Learn	55,000
	\$1,132,869

Project Costs:

	Budget	Paid	Forecast
Construction Contract	948,588	853,742	948,588
Fees & Disbursements	66,000	74,069	66,000
Furniture & Equipment	25,000	22,815	25,000
Other Project Costs	90,044	100,650	90,044
	\$1,129,632	\$1,051,276	\$1,129,632

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	15 March 2010	16 April 2010
Contract Documents	31 May 2010	23 July 2010
Tender	04 July 2010	10 August 2010
Construction	11 February 2011	
Occupancy	18 February 2010	
Official Opening & Blessing	March 2010	

Project Team:

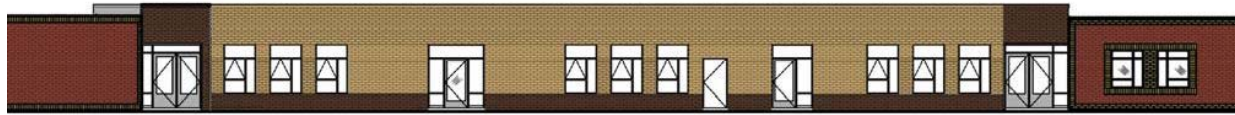
Architect	Raimondo + Associates Architects
General Contractor	Stolk Construction
Project Manager	Tunde Labbancz
Superintendent	Lee Ann Forsyth-Sells
Principal	Chris Gobbi



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
MAY 10, 2011**

APPENDIX E

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:

A construction contract has been awarded. The groundbreaking and construction start date is May 5, 2011

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	215,906
	\$1,728,360

Project Costs:

	Budget	Paid	Forecast
Construction Contract	1,444,117	0	1,444,117
Fees & Disbursements	146,700	132,478	146,700
Furniture & Equipment	15,000	0	15,000
Other Project Costs	122,543	4,637	122,543
	\$1,728,360	\$137,115	\$1,728,360

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	26 August 2011	
Occupancy	6 September 2011	
Official Opening & Blessing	October 2011	

Project Team:

Architect	Garwood-Jones & Hanham
General Contractor	Merit Contractors Niagara
Project Manager	Tunde Labbancz
Superintendent	Frank Iannantuono
Principal	Anne Marie Crocco



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
MAY 10, 2011**

APPENDIX F

ST. AUGUSTINE CATHOLIC ELEMENTARY SCHOOL

Scope of Project:

Construction of a new library and renovations to the vacated space to be two additional classrooms, and expansion of two existing classrooms to create purpose built kindergarten classrooms. An additional driveway entrance, kiss and ride and parking lot will also be provided.

Current Status:

The project is complete. The new classrooms and library were occupied following the Christmas break.



Project Information:

New Area to be Constructed	3,800	sq. ft.
Existing Area to be Renovated	1,950	sq. ft.
Total New Facility Area	19,469	sq. ft.
Total Site Area	6.22	acres
Pupil Places Added	46	students (2 classrooms)
New Facility Capacity	219	students (10 classrooms)

Project Funding:

Primary Class Size	718,579
Early Learning	434,585
	<u>\$1,153,164</u>

Project Costs:

	Budget	Paid	Forecast
Construction Contract	858,000	886,585	858,000
Fees & Disbursements	104,000	116,800	104,000
Furniture & Equipment	30,000	14,526	30,000
Other Project Costs	135,182	43,809	135,182
	<u>\$1,127,182</u>	<u>\$1,061,720</u>	<u>\$1,127,182</u>

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	11 January 2010	05 March 2010
Contract Documents	01 May 2010	6 July 2010
Tender	26 June 2010	20 July 2010
Construction	10 December 2010	23 December 2010
Occupancy	10 January 2011	10 January 2011
Official Opening & Blessing	February 2011	

Project Team:

Architect	Graff Grguric Architects Inc
General Contractor	Kenmore Management
Project Manager	Tunde Labbanicz
Superintendent	Lee Ann Forsyth-Sells
Principal	Mary Kay Kalagian



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
MAY 10, 2011**

APPENDIX G

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:

On February 22, 2011, the Board approved the award of a contract to Carmanah Technologies. Installation will commence on March 14th, and be complete before August 29, 2011.

Project Funding:

Renewable Energy	949,373
Facilities Renewal	355,000

\$1,304,373

Project Costs:

	Budget	Paid	Forecast
Construction Contract	1,041,818	109,532	1,041,818
Fees & Disbursements	78,250	72,548	78,250
Other Project Costs	184,305	32,070	184,305
	<u>\$1,304,373</u>	<u>\$214,150</u>	<u>\$1,304,373</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	John Bosco



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
MAY 10, 2011**

APPENDIX H

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:

Construction of foundation is complete. Exterior wall construction is in progress.



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	0	1,800,000
Fees & Disbursements	200,000	140,633	200,000
Furniture & Equipment	50,000	0	50,000
Other Project Costs	250,000	34,943	250,000
	\$2,300,000	\$175,576	\$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	
Occupancy	6 September 2011	
Official Opening & Blessing	October 2011	

Project Team:

Architect	Garwood-Jones & Hanham
General Contractor	Aldor Builders Ltd.
Project Manager	Tunde Labbanicz
Superintendent	Yolanda Baldasaro
Principal	Carmela D'Andrea

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
MAY 10, 2011**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
SPOTLIGHT ON NIAGARA CATHOLIC – APRIL 26, 2011**

Prepared by: John Crocco, Director of Education

Presented by: John Crocco, Director of Education

Date: May 10, 2011



Spotlight

on
NIAGARA CATHOLIC

Nurturing Souls & Building Minds

www.niagaracatholic.ca

April 26, 2011



Niagara Catholic Leaders in Promoting Equity and Inclusive Education in Our Schools



Niagara Catholic students participated in a number of activities aimed at promoting equality and inclusiveness during the Equality, Diversity and Inclusiveness Student Summit in St. Catharines earlier this month.

Ministry Approves Niagara Catholic 2011-2012 School Year Calendar

The Ministry of Education has approved Niagara Catholic's 2011-2012 school year calendar.

Following a lengthy consultation process, Trustees approved the school year calendar in February.

There are 196 possible school days between September 1st, 2011 and June 30th, 2012. The Ministry of Education requires elementary and secondary schools to have a minimum of 194 school days in a school year.

Two of those days must be allocated as professional activity days dedicated to provincial education priorities. School boards are permitted to designate another four days in the school year to professional activity days dedicated to Board-wide priorities.

The 2011-2012 school year will begin on Tuesday, September 6th 2011. Elementary Professional Activity Days will take place on Thursday, September 1st, Friday, October 7th 2011; Friday,

January 20th, Friday, May 18th, Friday, June 8th and Friday, June 29th 2012.

Secondary Professional Activity Days will take place on Thursday, September 1st, Friday, October 7th, Tuesday, January 31st, Friday, May 18th, Thursday, June 28th and Friday, June 29th 2012.

Friday, September 2nd has been designated as Board holiday.

The Christmas Break will take place from Monday, December 26th 2011 through Friday, January 6th 2012, and the March Break will run from Friday, March 9th to Friday, March 16th 2012.

Secondary school examinations will take place from Tuesday, January 24th through Monday, January 30th, 2012 for First Semester and between Thursday, June 21 and Wednesday, June 27th for Second Semester.

The Niagara Catholic 2011-2012 school year calendar is posted online at niagaracatholic.ca.

Niagara Catholic is a leader in the Province's Equity and Inclusive Education strategy.

Beginning in September 2010, Niagara Catholic began an extensive array of activities and programs which focus on equity and inclusive education. These initiatives include the creation of Niagara Catholic's Equity, Diversity and Community Relations Consultant, a position currently held by Jackie Watson, and the adoption of two, new, policies: **Equity and Inclusive Education (100.10)** and **Religious Accommodation Policy (100.10.1)**, which were passed in November 2010.

During the April 26th Board Meeting, Superintendent of Education Yolanda Baldasaro and Mrs. Watson shared with Trustees the many ways in which Niagara Catholic is promoting equality and inclusiveness throughout the Board.

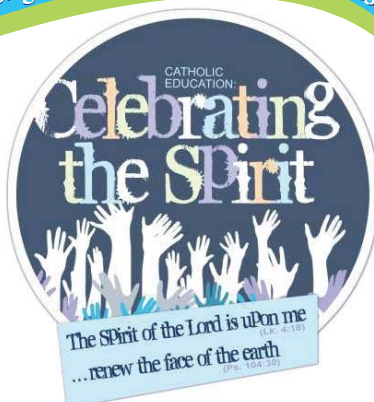
Last fall, Grade 11 World Religion teachers took part in a professional development activity which focused on the Board's new Grade 11 Religion textbook, *World Religion: A Canadian Catholic Perspective*.

Niagara Catholic has created a number of educational opportunities for staff and students regarding Canada's First Nations, including bringing in a number of Aboriginal guest speakers to lead storytelling and craft-making workshops, both at schools and at the Catholic Education Centre.

In December a professional development activity for resource teachers focused on positive mental health.

Niagara Catholic has also been active in providing continuous, annual professional development to staff on the topic of bullying and harassment.

The Board also recognizes multi-faith Holy Days throughout the year, and celebrated our rich fabric of diversity through the Inaugural Equity, Diversity and Inclusiveness Student Summit, which was held at the Quality Parkway Hotel in St. Catharines earlier this month.



We're celebrating

CATHOLIC EDUCATION WEEK

May 1-6, 2011

Highlights Include:

May 2:

Catch the Spirit Award

May 3:

Celebrating Staff Excellence:

Fairview Mall: May 5th

Choirs; chess, Scrabble, selections from *Bye Bye Birdie*, robotics

Pen Centre: May 5th

Bagpiper and fiddler; *Minute to Win It*; speeches; yoga; Rosary Circle

Seaway Mall: May 5th

Choir, Scrabble, Chess, skipping, music, Jazz Band, French plays

Niagara Square: May 5th and 6th

Scenes from *Seussical*, Glee Club, Jazz band, drum circle

Fort Erie Public Library: May 6th

Variety show, choirs, dramatic presentations

Grimsby Art Gallery: May 6th

Choir, Balloon Club, Scrabble, Chess, Line Dancing

Port Colborne Market: May 6th

Lakeshore Catholic Jazz Band, Chess, Cheerleading, Choir and Drama

For a full list of events

visit

www.niagaracatholic.ca

Staff Member Receives Premier's Award

Donna Saunders, an Educational Assistant at Blessed Trinity Catholic High School in Grimsby, has received a Premier's Award for Teaching Excellence from the Province.

Mrs. Saunders, who has 18 years of experience working with students with special needs, was nominated for the award by Blessed Trinity Catholic Principal Ted Farrell, and teacher Tanya Young-Toldi.

"(Mrs. Saunders) works tirelessly to create games and activities that will challenge each student, regardless of their (ability) while teaching them life skills based on their intellectual level," Mrs. Young-Toldi wrote in her nomination letter to the Province.

Director of Education John Crocco praised Mrs. Saunders for her commitment.

"Mrs. Saunders is certainly a very dedicated professional and we are pleased to have her receive the Premier's Award for Teaching Excellence," Mr. Crocco said.

Mrs. Saunders is also involved in helping involve special needs students on the school's swim team, transporting them to meets, cheering them on and returning them to school.

"I am thrilled and humbled to receive this incredible honour," said Mrs. Saunders. "My joy is coming to work to share my time with these very special students every day."

Mrs. Saunders will receive her award at a celebration gala in Toronto in May.



Blessed Trinity Education Assistant Donna Saunders

Niagara Catholic to Host Family Picnic For All Board Staff at Queenston Heights Park in June

Niagara Catholic will hold its first annual Family Picnic Day at Queenston Heights on Sunday, June 5, 2011 from 9 a.m. - 1 p.m..

The event will include an open-air celebration of the Eucharist led by Father John Vickers, csc. The collection will support the Niagara Catholic Helping Hands Fund, which was created by Director of Education John Crocco and the Principals and Vice-Principals Council, to support Niagara Catholic families in need.

Those planning to attend are asked to bring their own lawn chairs and a blanket and a picnic lunch to enjoy after Mass. Niagara Catholic Physical Education Consultant Mike Sheahan and senior leadership students from Niagara Catholic secondary school will lead younger students in a variety of different activities.

School Excellence Program

FOCUS on

St. John 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."

Shed upon your Church, O Lord, the brightness of your light; that we, being illumined by the teaching of your apostle and evangelist John, may so walk in the light of your truth, that at length we may attain to the fullness of eternal life, through Jesus Christ our Lord, who lives and reigns with you and the Holy Spirit, one God, for ever and ever. Amen

St. John Prayer

St. John Catholic Elementary School in Beamsville opened its doors as a four-room schoolhouse in 1958. More than 50 years later, St. John has a thriving population of more than 340 "Jaguars."

During the April 26th Board Meeting, Principal Emma Fera-Massi was joined by staff, students and a member of Catholic School Council to share St. John's School Excellence Program with trustees.

The school has a sense of unity and community, wearing Jaguar spirit wear and carrying eco-friendly Jaguar water bottles with pride.

Healthy living is an important part of everyday life at St. John. The school has a close tie with the Niagara IceDogs hockey team, who visit the school to talk about the importance of hard work, healthy choices and reaching for goals. St. John has a morning snack program which ensures that students eat nutritious treats and staff integrate a variety of different physical activities such as tennis, curling, skating, swimming and yoga into regular gym and DPA.

St. John also has an interesting connection with Zacada Circus, which got its start in St. John's gym. Students go to the circus training facility on school trips and in May, students will be treated to one of Zacada's first performances of their snow designed specifically for elementary schools.

St. John students are also active participants in intramural and team sports.

St. John students are concerned about social justice. It's a bully-free zone and students were excited to participate in the recent student summit focusing on equality, diversity and inclusiveness.

Faith plays an important role in the way students view their commitment to their families, community and the world. Staff and students have embraced the Virtues Education



Above: St. John Catholic Elementary School staff and students celebrated a half-century of excellence in Catholic education by posing in the school yard for an aerial photo. Below, students participate in a living rosary celebration.





It's all about balance: At top, St. John Catholic Elementary School students keep body, mind and spirit healthy by taking part in yoga classes. Right, St. John Principal Emma Fera-Massi helps a young student decorate a cupcake leading up to Easter. The cupcakes were presented to members of the Niagara Catholic Board of Trustees as part of St. John's School Excellence presentation at the April 26th Board meeting.



Left: St. John Catholic Elementary School staff got into the spirit of Voyageur Day at the school, which brought Canadian history to life for students. **Below:** St. John's 50th Anniversary logo.



Model and strive to exemplify the virtues every day. St. John has a close connection with both the St. Joseph and St. Helen parishes and have monthly school-wide Masses or liturgies. Students also participate in the Living Rosary program.

Staff encourage students at St. John to strive for their personal best, regardless of their level of ability.

Staff continue to work towards the goal of increasing student achievement each year and use a number of teaching methods and tools to achieve this goal.

Last year, the Special Education staff at St. John committed to embracing structured teaching as a way of educating students with autism. This style of teaching is based on research which shows that children with autism process visual information better than verbal information.

Teachers have also found a way to make learning fun for students by creating special events to reinforce in-class lessons. Among the events students enjoyed this year was a Voyageur Day, which brought to life lessons students in learned about the life and time of the voyageurs.

Students at St. John also have the opportunity to take part in a number of clubs, including making hand-crafted cards and baking fanciful cupcakes. The items made by the Craft Club are sold at the annual Christmas bazaar and the proceeds are used for a large project at the end of the year.

Students embrace the arts through vocal and instrumental music, such as piano lessons and choir. Last year, St. John had a successful talent night which showcased young singers and dancers and also raised money for a new playground.

Through this talent show, a trio of parents came together and formed a band of their own, inspiring many students to learn to sing or play a musical instrument.

Parents are true partners in Catholic education at St. John. Parents help with a number of projects at the school, from running the school snack program, to being reading buddies, serving pancakes for Shrove Tuesday and helping with fundraising events such as the annual Christmas bazaar.

Parents also assist with community fundraising initiatives, such as collections for the local food bank and raising money for a variety of charities.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
MAY 10, 2011**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
CALENDAR OF EVENTS**

Prepared by: John Crocco, Director of Education

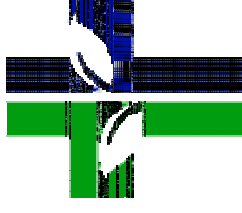
Presented by: John Crocco, Director of Education

Date: May 10, 2011

May 2011

SUN MON TUE WED THU FRI SAT

	SUN	MON	TUE	WED	THU	FRI	SAT
1	Catholic Education Week Masses	2 - Gr 7 Masses - "Catch the Spirit" Awards - Music Monday - Federal Election	3 -Grndbrkrng BT -Festival of Arts, Brock U -Celebrating Staff Excellence	4 SEAC Mtg Brock-Niagara French Contest	5 Groundbreaking St. Anthony	6	7
<< CATHOLIC EDUCATION WEEK >>							
8		9 CW Mtg	10	11 Scrabble Tournament	12	13	14
15	International Day of Families	16	17 Community Support Information Evening	18	19 Gr 12 Graduation Celebration Partners in Catholic Education	20	21
22	International Day for Biological Diversity	23 Victoria Day - holiday	24 Policy Committee Mtg & Board Mtg	25	26 Student Success Motivational Speaker—ND	27	28
29		30	31	May is Better Hearing and Speech Month			



Niagara Catholic
District School Board

Events posted at
niagaracatholic.ca



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
MAY 10, 2011**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
CCSTA AGM – REGINA, SASKATCHEWAN, JUNE 2 – 4, 2011**

Prepared by: John Crocco, Director of Education

Presented by: John Crocco, Director of Education

Date: May 10, 2011



CCSTA/ACCEC 2011
Regina, Saskatchewan

Annual General Meeting & Convention

Sowing the Seeds, Reaping the Harvest

Semons le grain, récoltons la moisson

June 2-4, 2011

Regina, Saskatchewan

Thursday, June 2, 2011

- 8:00 am Delegate and Companion Registration
 - 10:00 am Administrators Workshop
 - 12:45 pm Pre-Convention Tours Depart
 - 1:30 pm Tree Planting Ceremony
 - 7:00 pm Opening Ceremonies and Liturgical Service
Keynote Speaker - Fr. Ronald Rolheiser
Wine and Cheese Reception (following keynote speaker)
 - 10:00 pm Hospitality Suite
-

Friday, June 3, 2011

- 7:00 am Buffet Breakfast
 - 8:45 am Liturgical Service
Keynote Speaker – Fr. Ronald Rolheiser
 - 9:00 am Companion Tours Depart
 - 10:30 am Keynote Speaker - Mr. Paul Hill
 - 11:45 am Luncheon hosted by 2012 CCSTA Conference hosts
Sudbury Catholic School Board
 - 1:00 pm CCSTA-ACCEC Business Meeting (Part 1)
 - 6:30 pm Dinner at the RCMP Heritage Centre Museum
 - 10:00 pm Hospitality Suite
-

Saturday, June 4, 2011

- 7:00 am Buffet Breakfast
 - 8:45 am Liturgical Service
 - 9:00 am Workshops
 - 10:30 am CCSTA-ACCEC Business Meeting (Part 2)
 - 12:00 pm Free Time – Lunch on Own
 - 5:10 pm Eucharistic Celebration at Blessed Sacrament Church
 - 7:00 pm Gala Banquet and Entertainment
 - 10:00 pm Hospitality Suite
-



Fr. Ronald Rolheiser

Ronald Rolheiser, a Roman Catholic priest and member of the Missionary Oblates of Mary Immaculate, is president of the Oblate School of Theology in San Antonio, Texas. Rolheiser was born and raised in Cactus Lake, Saskatchewan and for much of his priesthood, he taught theology and philosophy at Newman Theological College in Edmonton Alberta. From 1998–2004 he served his religious community, The Missionary Oblates of Mary Immaculate, on their General Administration. In August 2005, he began a five-year assignment as the President of the Oblate School of Theology in San Antonio, Texas.

He is a community-builder, lecturer and writer. His books are popular throughout the English-speaking world and his weekly column is carried by more than seventy newspapers worldwide.

Workshops

Workshop # 1 - "Creating Communities of Trust Within Your Schools"

Presenter: Jerry Goebel (Saskatchewan Suite)

Description:

Multiple studies indicate that the primary difference between high achieving students and low achieving students is NOT curriculum, NOT technology, NOT socioeconomics. It IS trusting relationships - among adults. Staff to staff, staff and administration, school and parents. If these relationships are high in trust, children excel. Learn how the presenter has been working in the Regina Catholic School Division to build Communities of Trust within inner city and suburban schools as well as with outreach centres at all grade levels. This workshop will not only offer you the research behind building trusting communities, but also the best practices for how it is being done.

Workshop # 2 - "Creating the Catholic School"

Presenter: Father John Weckend (Oak Room)

Description:

The relationship between students, teachers, administration and the clergy is paramount to developing a Catholic sense of faith, spirituality, history, tradition and inclusion in all schools. Join Father John Weckend, the Archbishop of Regina's Representative to Catholic Education for a discussion about building connections between local parishes and local schools. Fr. Weckend works closely with many Regina Catholic schools as a spiritual leader to administrators, teachers and students alike.

Workshop # 3 - "Circle of Voices: A Journey Towards First Nations, Inuit and Métis Student Success"

Presenter: Joanna Landry, Elder Mike Pinay, Tyrone Fisher (Victoria Room)

Description:

In 2006-07, the Regina Catholic School Division completed a comprehensive research project which focused on Aboriginal Education. The research project was intended to provide a solid indicator for the future of First Nations, Inuit and Métis education within the Regina Catholic School Division, mainly due to the growing student population in this demographic. This presentation will take participants on a journey of Aboriginal Education with Regina Catholic Schools as it looks at past practices, promising practices and future directions. There will be an opportunity for session participants to ask questions.

Registration Information

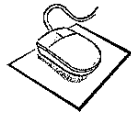
Convention Registration Fees

Delegate Registration Fee
\$519.75 (\$495 + \$24.75 GST)

Registration fees include admission to all sessions, receptions and meals, which include: the Convention breakfasts, the AGM luncheon, Friday night dinner, and the Saturday Gala dinner.

Registration

Register online at
www.ccsta2011.ca



or
fax in completed form to
306-347-7699



Group Registration:

An organization may wish to complete the registrations for all their attendees. To do this contact ccsta2011@rcs.sk.ca or phone (306) 791-7219 for instructions.

Travel

Taxis will be available for transportation from the airport to your hotel. Shuttle service is not available.



CCSTA/ACCEC 2011

Regina, Saskatchewan

Name Badges

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

Convention Kits

Convention kits contain information about the conference and business sessions and will be distributed to delegates at the convention.

Cancellations

Please note the following cancellation deadlines:

April 15: Full refund

April 16 - April 30: 20% administration charge

May 1 - May 16: 50% administration charge

May 17: No refund

Substitutions will be accepted.

Confirmed registrants who do not attend the event are responsible for full registration fee.

Notice of cancellation must be submitted to
ccsta2011@rcs.sk.ca
or by fax to 306-347-7699 within the specified deadlines.

Toonies for Tuition

Delegates may make a charitable donation to the *Toonies for Tuition* program at the time of registration in the amount of \$25, \$50, \$75 or \$100.

All donations will receive a letter of thanks and a tax receipt.

Hotel Accommodation

A block of rooms has been reserved for the CCSTA 2011 AGM and Convention delegates and guests.

Radisson Plaza Hotel Saskatchewan

Address: 2125 Victoria Avenue
Regina, Saskatchewan S4P 0S3

Reservations: 1-800-667-5828

Group Code: CCSTA Convention 2011

Rate: \$129 plus taxes (Standard Room)

Website: www.hotelsask.com

Note: All rooms at the Hotel Saskatchewan are sold out. Guestroom cancellations must be made directly with the Hotel Saskatchewan reservations department by 4:00 pm on arrival date, or charges will apply.

Overflow Accommodations:

Ramada Hotel and Convention Centre

Address: 1818 Victoria Avenue
Regina, Saskatchewan S4P 0R1

Reservations: 1-800-667-6500

Group Code: CCSTA Convention 2011

Rate: \$129 plus taxes (Standard Room)

Website: www.saskramada.com

Guestroom cancellations must be made directly with the Ramada Hotel reservations department by 4:00 pm on arrival date, or charges will apply.

Meals and Receptions

June 2-4, 2011

The following is a summary of the receptions and meals planned for CCSTA AGM & Convention.

Delegate Receptions & Meals

June 2

Opening Ceremonies: Wine & Cheese reception immediately following the Keynote Presentation

June 3

Buffet Breakfast
Delegate Luncheon
Dinner at the RCMP Heritage Centre (transportation provided)

June 4

Buffet Breakfast
Gala Banquet at the Hotel Saskatchewan

If you have any special dietary or accessibility requirements, please notify us at ccsta2011@rcs.sk.ca no later than May 1st, 2011.

Companion Meals & Tours

Companions create their convention experience by selecting meal and tour options.

Please refer to tour outlines and registration information on page 4 for options and prices.

Eucharistic Celebration

The Eucharistic Celebration will be held on Saturday, June 4 at 5:00 pm at Blessed Sacrament, 2049 Scarth Street, Regina. The Most Reverend Archbishop Daniel Bohan will preside.

Registration Form Complete and provide to your board contact for registration

Delegate Name:	Board:
Title (Trustee/Director)	Email:
Board Address:	Business Phone:
Companion Package: <input type="checkbox"/> Yes <input type="checkbox"/> No	Companion's Name:

Hotel: Please indicate the hotel you will be staying at:

- RADISSON PLAZA HOTEL SASKATCHEWAN
- RAMADA HOTEL & CONVENTION CENTRE
- ACCOMMODATION NOT REQUIRED
- OTHER

Flight Arrival/Departure (optional):

Date and time of arrival _____

Date and time of departure _____

Taxis will be available for transportation to your hotel. Shuttle service is not available.

Delegate Fee

Delegates	@ \$519.75 (\$495 + \$24.45 GST) =	\$ _____
A01: Administrators' Workshop	@ \$73.50 (\$70 + \$3.50 GST) =	\$ _____
Donation to CCSTA/Toonies for Tuition Program	@ \$25.00, \$50.00, \$75.00, or \$100.00 =	\$ _____

Workshop Sessions, Saturday, June 4, 2011	
Select one (9:00 am - 10:30 am)	
	C05: "Creating Communities of Trust Within Your Schools" – Jerry Goebel
	C06: "Creating the Catholic School" – Father John Weckend
	C07: "Circle of Voices: A journey towards First Nations, Inuit and Métis student success" – Joanna Landry, Elder Mike Pinay, Tyrone Fisher

Pre-Convention Tour Selections, Thursday, June 2, 2011	
Select one (12:45 pm - 3:45 pm)	
	A06: Discover the History and Creation of the City of Regina (transportation & tour guide provided)
	A07: Mackenzie Art Gallery (Donations Accepted) (no transportation provided)
	A08: Royal Saskatchewan Museum (Donations Accepted) (no transportation provided)
	A09: Legislature & Wascana Park (no transportation provided)

Sub Total Delegate: \$ _____

Companion Fee

- | | |
|--|---|
| <input type="checkbox"/> A10: Thursday Wine & Cheese plus Friday and Saturday buffet breakfast | @ \$73.50 (\$70 + \$3.50 GST)= \$ _____ |
| <input type="checkbox"/> B08: Friday night dinner (RCMP Heritage Centre) | @ \$52.50 (\$50 + \$2.50 GST)= \$ _____ |
| <input type="checkbox"/> C01: Saturday Gala dinner | @ \$73.50 (\$70 + \$3.50 GST)= \$ _____ |

Companion Pre-Convention Tour (Thursday, June 2, 2011)

Select one option (12:45 pm – 3:45 pm)

- | | |
|--|------------------------------------|
| <input type="checkbox"/> A06: Discover the History and Creation of the City of Regina (transportation & tour guide provided) | @ \$50.00 (includes GST)= \$ _____ |
| <input type="checkbox"/> A07: Mackenzie Art Gallery – (Donations Accepted) (no transportation provided) | @ No Cost= \$ _____ |
| <input type="checkbox"/> A08: Royal Saskatchewan Museum – (Donations Accepted) (no transportation provided) | @ No Cost= \$ _____ |
| <input type="checkbox"/> A09: Legislature & Wascana Park – (no transportation provided) | @ No Cost= \$ _____ |

Companion Tours (Friday, June 3, 2011)

Select one option and add Spa Pool Experience if desired (9:00 am – 3:30 pm)

- | | |
|--|------------------------------------|
| <input type="checkbox"/> B01: Complete Tunnels of Moose Jaw Tour (TWO TUNNELS), Shopping & Lunch at Temple Gardens Mineral Spa | @ \$55.00 (includes GST)= \$ _____ |
| <input type="checkbox"/> B02: Tunnels of Moose Jaw Tour (ONE TUNNEL ONLY), Shopping & Lunch at Temple Gardens Mineral Spa | @ \$45.00 (includes GST)= \$ _____ |
| <input type="checkbox"/> B03: Shopping & Lunch at Temple Gardens Mineral Spa | @ \$30.00 (includes GST)= \$ _____ |
| <input type="checkbox"/> B04: Optional Mineral Spa Pool Experience (can be added to any companion tour) | @ \$20.00 (includes GST)= \$ _____ |

Sub Total Companion \$ _____

Grand Total (all fees include GST) \$ _____

Method of Payment

Please note there will be a 3.5% handling fee added to the total amount owing for credit card payments.

- | | | | |
|--|--|--|---------------------------------|
| <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/> Cheque |
|--|--|--|---------------------------------|

Cheques are payable to the Regina Catholic Schools. Mail cheque payments with a copy of the registration form to:

*Regina Catholic Schools
CCSTA 2011 Registration
2160 Cameron Street
REGINA SK S4T 2V6*

CREDIT CARD #: _____ EXPIRY DATE: (mm/yy) _____

CARDHOLDER'S NAME: _____ SIGNATURE: _____

Cancellation Policy – Delegates: The deadline date for full refund of delegate registration fees, due to cancellation, is April 15, 2011. A 20% administrative charge will apply to each cancelled registration received after April 15, 2011, and before April 30, 2011. Cancellation requests received after May 1 and before the close of business on May 16 will be subject to a 50% administrative charge. No refund will be available for cancellations received after May 16; 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 via email ccsta2011@rcs.sk.ca or by fax to 306-347-7699 within the specified timelines.

Cancellation Policy – Companion Program: Cancellations will be dealt with on an individual basis. Please email cancellation requests to ccsta2011@rcs.sk.ca.

Special Meal Requirements/Accessibility Needs: If you have any dietary or accessibility needs, please email requests to ccsta2011@rcs.sk.ca or fax to 306-347-7699 by May 1st, 2011.

We reserve the right to cancel programs due to low enrolment.

For questions related to the 2011 CCSTA AGM & Convention, please contact us by emailing ccsta2011@rcs.sk.ca.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
MAY 10, 2011**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
NIAGARA CATHOLIC SECONDARY GRADUATION
CEREMONIES 2011**

Prepared by: John Crocco, Director of Education

Presented by: John Crocco, Director of Education



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

NIAGARA CATHOLIC SECONDARY GRADUATION CEREMONIES 2011

School	Date	Time	Location
Denis Morris	June 27, 2011	7:00 p.m.	Brock University
Holy Cross	June 27, 2011	7:00 p.m.	Niagara College (NOTL Campus)
Saint Paul	June 28, 2011	7:00 p.m.	Scotia Bank Convention Centre
Blessed Trinity	June 28, 2011	7:00 p.m.	Brock University
Notre Dame College	June 28, 2011	7:00 p.m.	Welland Arena
St. Francis	June 28, 2011	6:00 p.m.	Niagara College (NOTL Campus)
Saint Michael	June 29, 2011	7:00 p.m.	Scotia Bank Convention Centre
Lakeshore Catholic	June 29, 2011	7:00 p.m.	Fort Erie Leisureplex